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This policies and procedures manual was designed to orient faculty and staff members to the organization and operation of Tarrant County Junior College District. The manual, which provides well defined lines of authority and areas of responsibility, covers topics such as: the organization and services of the various offices concerned with administration, library services, research and development, instruction, student services, admissions and records, and personnel; and the policies and procedures of a wide variety of topics including the college catalog, budget requests, tenure and academic freedom, student discipline, field trips, and academic advising. (MB)

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OFFICE OF EDUCATION

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TARRANT COUNTY JUNIOR COLLEGE DISTRICT

FORT WORTH, TEXAS 76102

Policies and Procedures Manual
1968 - 1969

JC 690 275

UNIVERSITY OF CALIF.
LOS ANGELES

JUL 23 1969

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

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INTRODUCTION

The purpose of this policies and procedures manual is to assist in the orientation of faculty and staff members to Tarrant County Junior College District, its organization and operation. It should serve as a ready reference source for basic operational policies and procedures.

Clearly delineated policies and procedures are essential to the efficient and effective operation of any institution. This includes well defined lines of authority and areas of responsibility.

Some policies and procedures are still emerging; however, it is attempted in this manual to outline for faculty and staff members the basic organization and operational procedures for the 1968-69 school year.

1968-69 COLLEGE CALENDAR

Fall Semester, 1968

Sept. 6	Last day to make application for admission
Sept. 13	Last day to have file completed for admission
Sept. 17-19	Late registration and payment of fees
Sept. 22	President's Reception for Freshman Class
Sept. 23	Classes begin
Sept. 25-27	Change of schedule
Nov. 15	Mid-semester and last day to drop courses with grade of "W"
Nov. 28-Dec. 1	Thanksgiving Holidays
Dec. 2	Classes resume
Dec. 21-Jan. 1	Christmas Holidays
Jan. 2	Classes resume
Jan. 6	Last day to drop courses
Jan. 20-23	Final examinations

Spring Semester, 1969

Jan. 13	Last day to make application for admission
Jan. 20	Last day to have file completed for admission
Jan. 28-30	Late registration and payment of fees
Feb. 3	Classes begin
Feb. 5-7	Change of schedule
March 15	Last day to submit application for graduation
March 28	Mid-semester and last day to drop courses with grade of "W"
April 4-7	Easter Holidays
April 8	Classes resume
May 12	Last day to drop courses
May 26-29	Final examinations
May 30	Memorial Day Holiday
June 3	Graduation

Summer Session, 1969
First Term, June 6-July 17

June 6	Late registration and payment of fees
June 9	Classes begin
June 11	Change of schedule
June 20	Last day to submit application for summer graduation
June 27	Last day to drop courses with grade of "W"
July 4-6	Independence Day Holidays
July 7	Classes resume
July 9	Last day to drop courses
July 16-17	Final examinations

Second Term, July 21-August 28

July 21	Late registration and payment of fees
July 23	Classes begin
July 25	Change of schedule
Aug. 8	Last day to drop courses with grade of "W"
Aug. 20	Last day to drop courses
Aug. 27-28	Final examinations
Aug. 30	Graduation

OFFICERS OF ADMINISTRATION

CENTRAL ADMINISTRATION

Joe B. Rushing, B.A., M.A., Ph.D.	President
C. A. Roberson, B.B.A., M.B.A., C.P.A.	Vice President for Administration
Jimmie C. Styles, B.S., M.S., Ed.S.	Vice President for Research and Development
Charles E. Bay, B.A., M.S.	Director of Admissions and Records
Henry E. Chitsey, B.S., M.Ed.	Director of Program Development
Bob W. Miller, B.A., M.A., Ed.D.	Director of Personnel
Don Newbury, B.A., M.J.	Director of Community Relations

DISTRICT SPECIAL SERVICES STAFF

I. Jean Boenker, B.S., M.S.	Director of Food Services
John B. Corbin, A.A., B.A., M.L.S.	Assistant Librarian for Systems Analysis
Delbert Derrett, B.A., M.A., Ph.D.	Director of Adult and Continuing Education
Roy E. Freeman, A.S.	Systems Analyst
Jerry L. Gill	Computer Programmer
Kenneth L. Hudson, B.S., M.Ed., Ph.D.	Director of Instructional Media
Jack Legett, B.S.	Manager of Bookstores
Galen F. McBride, B.A., M.A., Ph.D.	Director of Research
Robert N. Melott, B.S., M.A.	Director of Data Systems
Gale N. Neff, B.S., M.A.	Programs Coordinator
Jimmy O'Dell, B.S., M.Ed.	Coordinator, Production Services
Joe Page	Superintendent of Buildings and Grounds
E. Allan Smith	Purchasing Agent
Jerry D. Smith	Computer Programmer
John D. Turney	Inventory Clerk
J. Paul Vagt, B.A., M.L.S.	Director of Library Services
H. Glen Weekley	Head Programmer
James E. Whitehead, B.B.A.	District Auditor

NORTHEAST CAMPUS ADMINISTRATIVE STAFF

R. Jan LeCroy, B.S., Ph.D.	Executive Dean
Donald M. Anthony, B.A., M.A., Ph.D.	Dean of Instruction
Norbert R. Dettmann, B.A., B.D., M.S.T., Ph.D.	Dean of Student Services

NORTHEAST CAMPUS STUDENT SERVICES ORGANIZATION

Norbert R. Dettmann, B.A., B.D., M.S.T., Ph.D.	Dean of Student Services
Lyndol E. Hart, B.A., M.S.J.	Director of Student Publications
Lula Mae Love, B.S.	Financial Aid Assistant
Don W. Martin, B.S., M.S.	Director of Student Activities
Jerry L. Smith, B.S., M.Ed.	Director of Counseling Services
Marion E. Linehan, B.S., R.N., M.A.	Campus Nurse

NORTHEAST CAMPUS LIBRARY ORGANIZATION

Mrs. Tommy H. Ozburn, B. A., M.L.S.	Campus Librarian
Ralph T. Holloway, B.A., M.L.S.	Assistant Campus Librarian
Jerry W. Parr, B.A.	Library Assistant for Public Services

NORTHEAST CAMPUS INSTRUCTIONAL MEDIA ORGANIZATION

C. Dan Echols, Jr., B.S., M.Ed.	Coordinator of Instructional Media
Larry M. Wilson, B.S., M.Ed.	Coordinator of Educational Television

NORTHEAST CAMPUS ADMISSIONS AND BUSINESS SERVICES

Wayne D. Wilks, B.S., M.Ed.	Campus Registrar
George J. Contos, B.B.A.	Bursar

SOUTH CAMPUS ADMINISTRATIVE STAFF

Charles L. McKinney, A.S., B.S., M.S., Ph.D.	Executive Dean
Milton L. Smith, B.S., M.S., Ph.D.	Dean of Instruction
Philip T. Speegle, B.A., M.Ed., Ed.D.	Dean of Student Services

SOUTH CAMPUS STUDENT SERVICES ORGANIZATION

Philip T. Speegle, B.A., M.Ed., Ed.D.	Dean of Student Services
Dorothy Estes, B.A., M.A.	Director of Student Publications
Cliff L. Wood, B.S., M.S.	Director of Student Activities
Joseph Zielinski, A.A., B.S., M.Ed.	Director of Counseling Services
David M. Gardner, B.A., M.Ed.	Director of Financial Aid
Carol J. Bennett, B.S., R.N.	Director of Health Services
M. David Francis, B. A.	Assistant to Director of Student Activities

SOUTH CAMPUS LIBRARY ORGANIZATION

Dixie Heath, B.A.	Library Assistant for Administration
Ralph Spake Man, B.A.	Library Assistant for Public Services and Data Processing
John Lolley, B.A., M.L.S.	Reference Librarian

SOUTH CAMPUS INSTRUCTIONAL MEDIA ORGANIZATION

Kenneth M. Coffelt, B.S., M.N.S.	Coordinator of Instructional Media
Travis Cockerham, B.S., M.Ed.	Instructional Media Technician
Gaston L. Walker, B.A., M.Ed.	Coordinator of Programmed Learning Center

SOUTH CAMPUS ADMISSIONS AND BUSINESS SERVICES

Billie Jean Moore, B.S., M.A.	Registrar
Joe Ed Spencer, B.B.A.	Bursar

INSTRUCTIONAL ORGANIZATION

NORTHEAST CAMPUS

Dean of Instruction	Donald M. Anthony	
Chairman, Division of Basic Studies	Michael M. Mayall	307
Chairman, Division of Business Administration and Economics	John C. Woods	306
Chairman, Dept. of Business and Economics	Ralph Young	
Coordinator of Data Processing	F. Hollis Latimer	
Coordinator of Mid-Management	J. Roland Kelly	
Chairman, Dept. of Office Occupations	Glenodine L. Pippin	
Chairman, Division of Humanities	James B. Miles	307
Coordinator of Art	Arnold J. Leondar	
Coordinator of Speech and Drama	C. Cordell Parker	
Chairman, Dept. of English	Edward L. Dillinger	
Coordinator of Modern Foreign Languages	Doyle L. Clinton	
Coordinator of Music	J. T. Matthews	
Coordinator of Reading	Maureen C. Keating	
Chairman, Division of Physical and Health Education	Don W. Jones	260
Chairman, Division of Science and Mathematics, and Acting Coordinator of Dept. of Biology	Kirby Cox	239
Chairman, Dept. of Physical Sciences	John P. Mitchell	
Chairman, Dept. of Mathematics	Bobby D. Langston	
Coordinator of Architectural Technology	Charles H. McNeese	
Coordinator, Dept. of Health Services	Phil Levereault	
Chairman, Division of Social Sciences	Herman L. Crow	
Chairman, Dept. of Behavioral Sciences	Jerry L. Smith	
Chairman, Dept. of History and Government	William L. Turnbull	306
Coordinator of Law Enforcement	Joe D. Galloway	

INSTRUCTIONAL ORGANIZATION
South Campus
1968-1969

Dean of Instruction	Milton L. Smith	
Chairman, Division of Basic Studies	Timothy G. Davies	308
Chairman, Vertical Team	Claire Corbett	
Chairman, Vertical Team	Charles N. Johnson	
Chairman, Vertical Team	A. L. McElroy	
Chairman, Division of Business	William S. McClung	301
Chairman, Dept. of Business Admin. & Economics	William S. McClung	
Chairman, Dept. of Data Processing	James P. Courtney	
Chairman, Dept. of Office Occupations	Barbara M. Getts	
Chairman, Division of Communications	C. Jeriel Howard	309
Chairman, Dept. of English and Journalism	Cora May Schweitzer	
Coordinator of Modern Foreign Languages	Ernesto Guzman	
Coordinator of Reading	Martha McCormick	
Coordinator of Speech	Anna Marie Scott	
Chairman, Division of Fine Arts	James T. Luck	284
Chairman, Department of Music	James T. Luck	
Coordinator of Art	William G. Kern	
Coordinator of Theatre Arts	Freda Powell	
Chairman, Division of Physical & Health Education	Jack G. Pirkey	227
Chairman, Division of Science and Mathematics	Everett Mitchell	270
Chairman, Dept. of Biological Sciences	Paul G. Desha	
Chairman, Dept. of Mathematics	Vernon H. Morrill	
Chairman, Dept. of Nursing	Beatrice F. Carruth	
Chairman, Dept. of Physical Sciences	Raymond Scott	
Coordinator of Aeronautical Technology	Homer Smith, Jr.	
Coordinator of Automotive Programs	Roy Mabry	
Coordinator of Drafting	Wendell M. Deen	
Coordinator of Electronics	Herman N. Wood	
Coordinator of Home Economics	Mary E. Rutledge	
Coordinator of Refrigeration & Air Conditioning	Meril Taylor	
Chairman, Division of Social Sciences	L. Robert Ables	305
Chairman, Dept. of Behavioral Sciences	Robert M. Platt	
Chairman, Dept. of History, Government, & Geography	Billy J. Hughen	
Coordinator of Fire Technology	James Nichols	

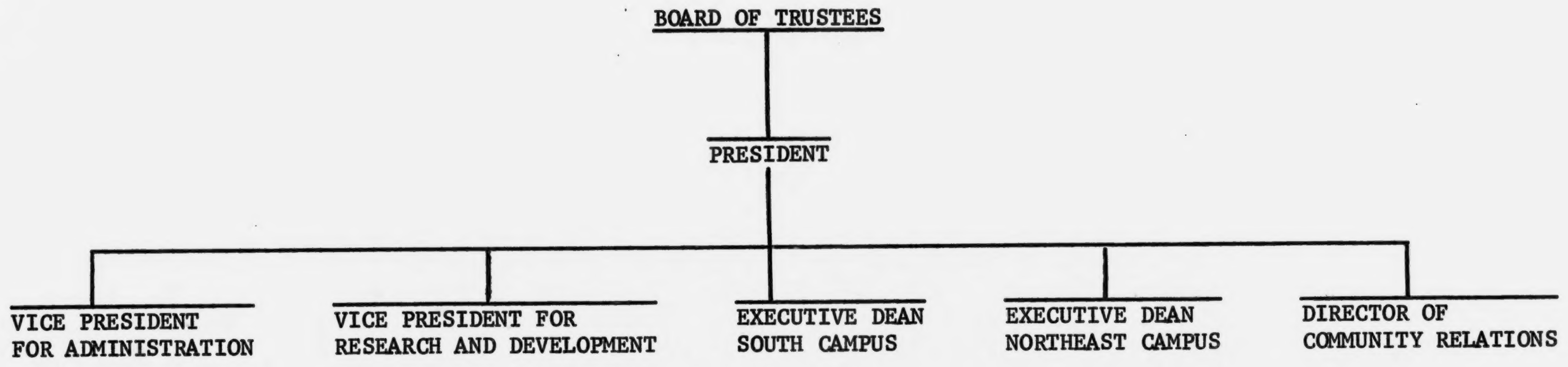
ADMINISTRATIVE SERVICES

Vice President for Administration	C. A. Roberson
Purchasing Agent	E. A. Smith
Bookstore Manager	Jack Legett
Dining Hall Manager	Jean Boenker
Northeast Campus Bursar	George Contos
South Campus Bursar	Joe Ed Spencer
Personnel Director	Bob W. Miller
District Auditor	James Whitehead

RESEARCH AND DEVELOPMENT ORGANIZATION

Vice President, Research and Development	Jimmie C. Styles
Director, Data Systems	Robert N. Melott
Director of Research	Galen F. McBride
Director, Program Development	Henry E. Chitsey
Director, Adult and Continuing Education	Delbert H. Derrett
Director, Admissions and Records	Charles E. Bay
Assistant to Director, Admissions and Records	Max G. Newcom
Northeast Campus Registrar	Wayne D. Wilks
South Campus Registrar	Jean Moore
Program's Coordinator	Gale N. Neff
Systems Analyst	Roy E. Freeman
Operations Manager	Edgar L. Smith
Lead Programmer	H. Glen Weekley
Programmer	Jerry L. Gill
Programmer	Jerry D. Smith
Programmer	Kenneth M. Atkins

TARRANT COUNTY JUNIOR COLLEGE DISTRICT


BOARD OF TRUSTEES
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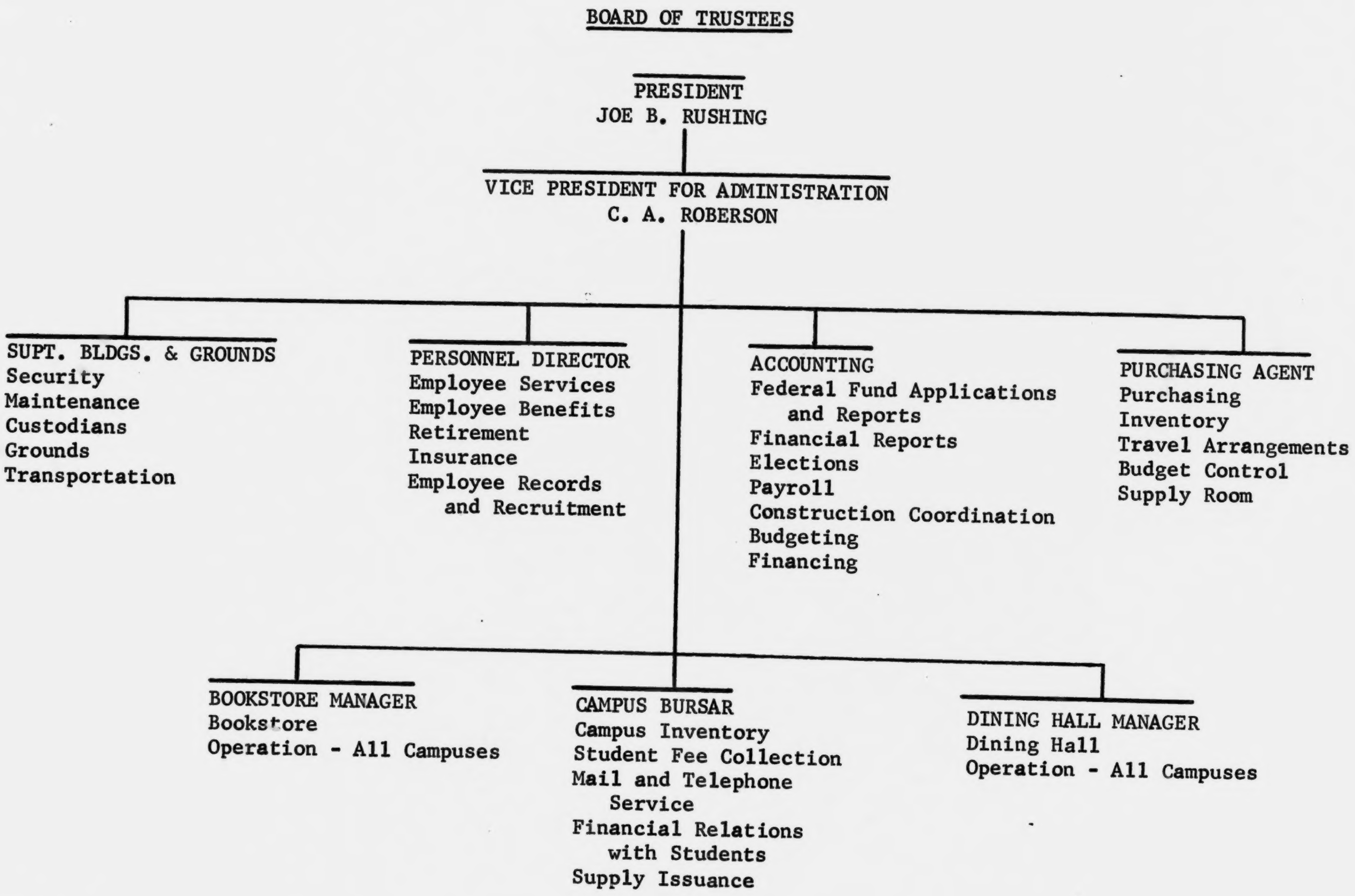
VICE PRESIDENT FOR ADMINISTRATION
VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT
EXECUTIVE DEAN SOUTH CAMPUS
EXECUTIVE DEAN NORTHEAST CAMPUS
DIRECTOR OF COMMUNITY RELATIONS

TARRANT COUNTY JUNIOR COLLEGE DISTRICT


BOARD OF TRUSTEES
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VICE PRESIDENT FOR ADMINISTRATION
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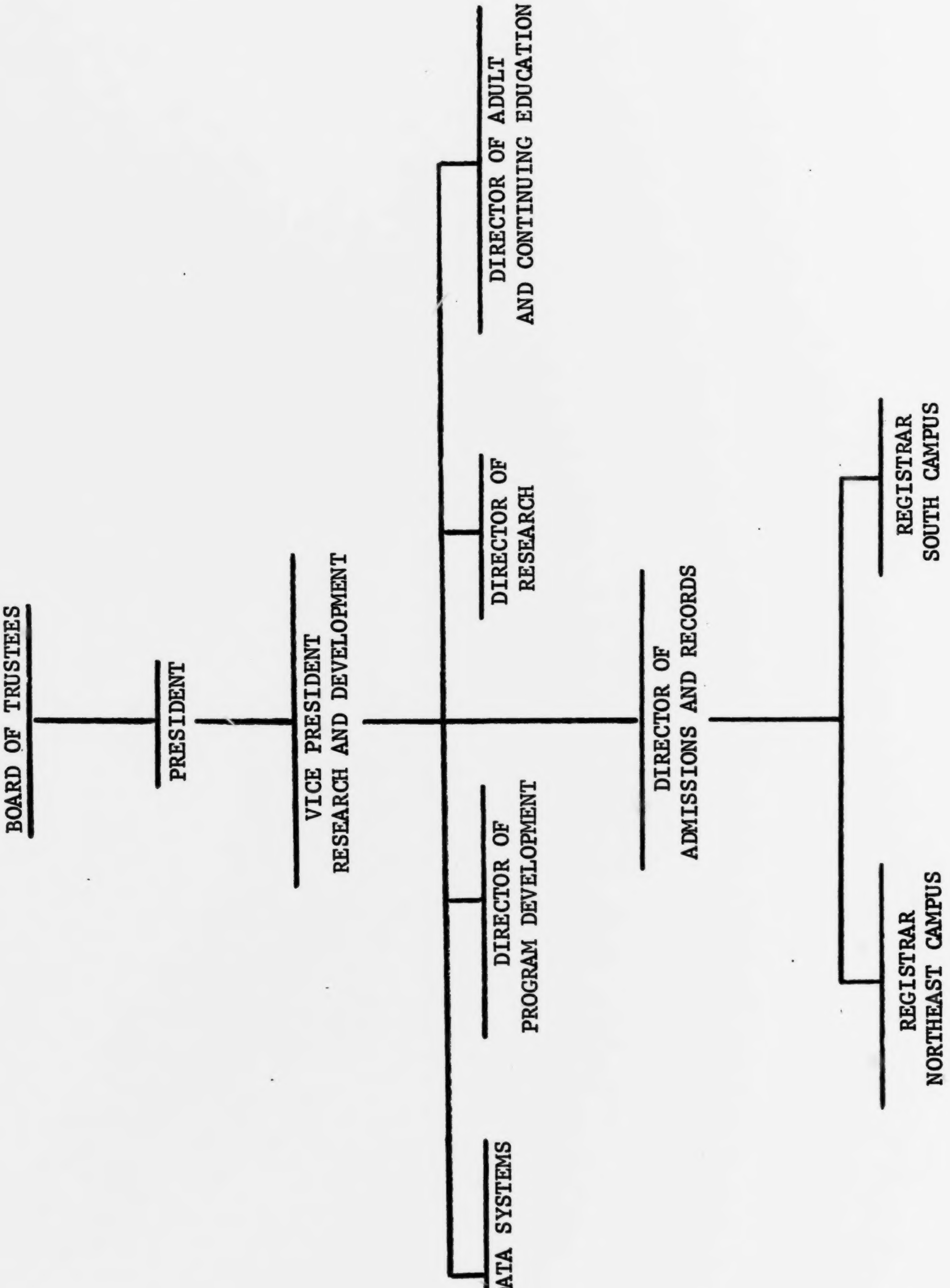
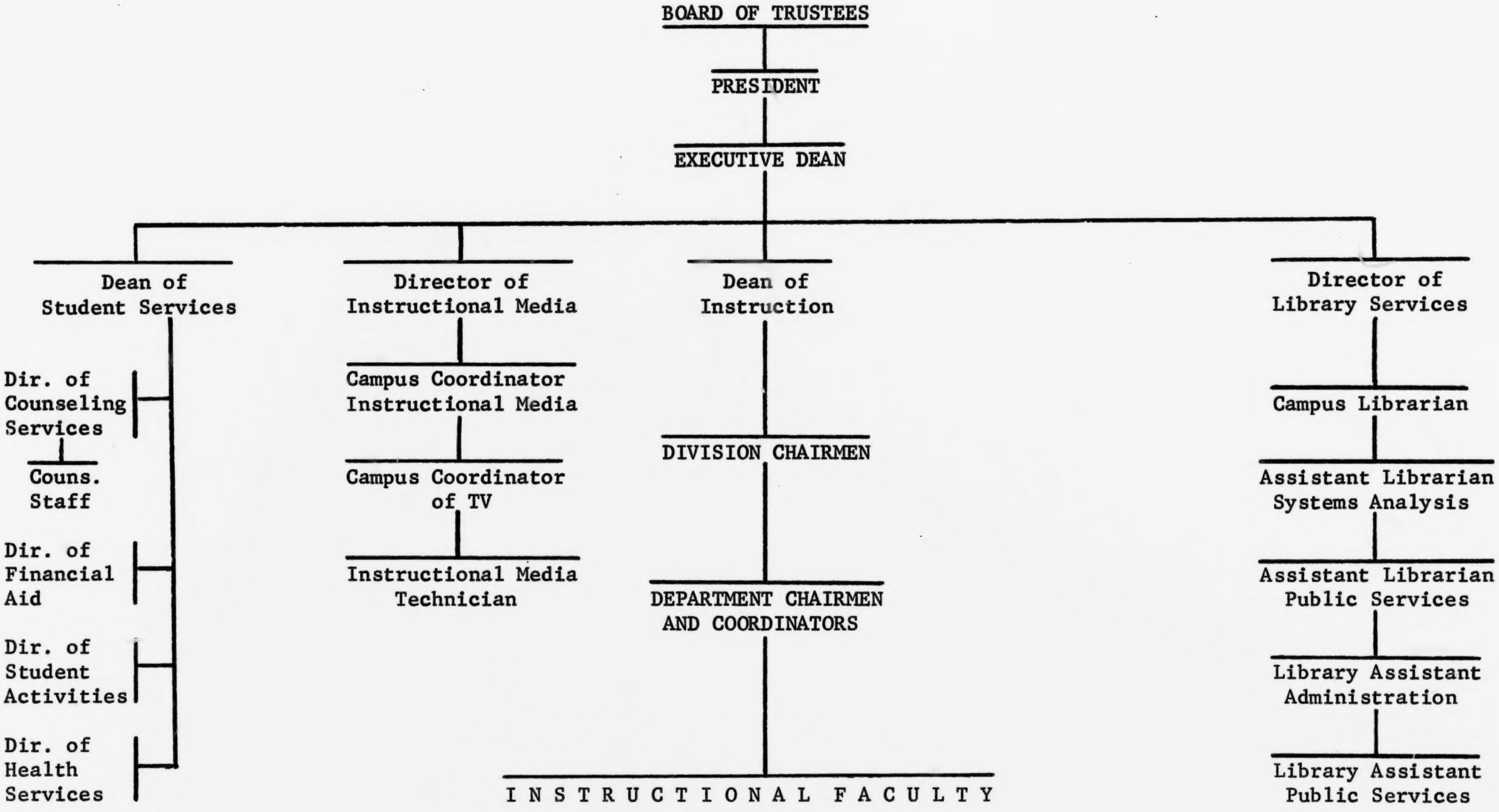
SUPT. BLDGS. & GROUNDS
Security
Maintenance
Custodians
Grounds
Transportation
PERSONNEL DIRECTOR
Employee Services
Employee Benefits
Retirement
Insurance
Employee Records and Recruitment
ACCOUNTING
Federal Fund Applications and Reports
Financial Reports
Elections
Payroll
Construction Coordination
Budgeting
Financing
PURCHASING AGENT
Purchasing
Inventory
Travel Arrangements
Budget Control
Supply Room
BOOKSTORE MANAGER
Bookstore
Operation - All Campuses
CAMPUS BURSAR
Campus Inventory
Student Fee Collection
Mail and Telephone Service
Financial Relations with Students
Supply Issuance
DINING HALL MANAGER
Dining Hall
Operation - All Campuses


BOARD OF TRUSTEES
PRESIDENT
VICE PRESIDENT RESEARCH AND DEVELOPMENT
DIRECTOR, DATA SYSTEMS
DIRECTOR OF PROGRAM DEVELOPMENT
DIRECTOR OF RESEARCH
DIRECTOR OF ADULT AND CONTINUING EDUCATION
DIRECTOR OF ADMISSIONS AND RECORDS
REGISTRAR NORTHEAST CAMPUS
REGISTRAR SOUTH CAMPUS

TARRANT COUNTY JUNIOR COLLEGE DISTRICT
Campus Organization


BOARD OF TRUSTEES
PRESIDENT
EXECUTIVE DEAN
Dean of Student Services
Director of Instructional Media
Dean of Instruction
Director of Library Services
Dir. of Counseling Services
Couns. Staff
Dir. of Financial Aid
Dir. of Student Activities
Dir. of Health Services
Campus Coordinator Instructional Media
Campus Coordinator of TV
Instructional Media Technician
DIVISION CHAIRMEN
DEPARTMENT CHAIRMEN AND COORDINATORS
INSTRUCTIONAL FACULTY
Campus Librarian
Assistant Librarian Systems Analysis
Assistant Librarian Public Services
Library Assistant Administration
Library Assistant Public Services

RESPONSIBILITIES OF PROFESSIONAL PERSONNEL

Tarrant County Junior College District is organized in keeping with a multi-campus concept. According to this concept, the various campuses of the district will function through one central administration and under the control of one president and one governing board.

Through centralization of certain administrative services and activities common to all campuses, greater efficiency and maximum return on the tax dollar may be obtained. In addition, this approach will make it possible for the Junior College District to provide a coordinated effort in meeting the post-secondary educational needs of this area.

BOARD OF TRUSTEES

The Board of Trustees of the Tarrant County Junior College District is the governing board of the district. The Board is comprised of seven members elected by the voters of Tarrant County, and is the final authority for adoption of district policies, budget, faculty and staff appointments, construction, and for all other matters of district development and operation. It has the power to levy taxes for the construction of physical facilities and for district operation within the authority granted to it by state law and the voters of the district.

PRESIDENT

The President of the Tarrant County Junior College District is responsible directly to the Board of Trustees for the total operation of the District. He is the chief administrative officer of the District, and recommends to the Board for consideration all matters requiring its action.

Responsibilities of the President include leadership in development of the educational program, selection of a staff, fiscal operations of the College, planning for its orderly growth to meet educational needs of Tarrant County, and keeping the Board Members fully advised on all matters relative to the College, its progress and problems, to assist them in making sound decisions.

The President will represent the College before certain agencies, groups and individuals, strive to achieve good public relations for the College, and perform such other duties as may be directed by the Board.

VICE PRESIDENT FOR ADMINISTRATION

The Vice President for Administration is responsible directly to the President of the District.

Among his responsibilities are purchasing, obligation of and accounting for all college funds, inventory and accountability of all college property, dining hall and bookstore operations, and the maintenance and security of all college properties.

Further, he is responsible for transportation of employees and operation of the motor pool, for mail and telephone service, for student fee collections, and for reporting, accounting, and applying for Federal and State Grants.

He coordinates construction with architects and contractors, and prepares the budget, with approval of the President, for submission to the Board.

Also, he is in charge of employee services, personnel records, employee recruitment, employment benefits, and of budget control and coordination with employees on financial matters.

The Vice President for Administration is responsible for accounting and financial reporting, and for performing other duties as may be assigned by the President.

VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT

The Vice President for Research and Development is responsible directly to the President of the District.

Among his responsibilities are the coordination of work of personnel in his area of responsibility, development of data systems, implementation of procedures to maintain efficient operation and control of forms and work flow, and scheduling of computer to insure maximum instructional time.

Further, he is in charge of computer center operations, of automation of administrative applications, and of the development and coordination of all technical and vocational programs. He also works with the Executive Deans in the selection, promotion, and re-employment of all technical-vocational personnel.

It is also his responsibility to contract with state agencies pertinent to the technical-vocational programs, and to submit reports as required by these agencies. He assumes the same responsibility with certain federal agencies, and submits applications for federal, state, and private foundation grants.

Additionally, he is charged with facility planning, with the initiation and implementation of institutional research, and with the development and initiation of short courses, non-credit seminars, and adult and continuing education programs.

Another responsibility is to work with local schools and organizations to help make the offerings of Tarrant County Junior College District known to the public and to establish and maintain membership in professional organizations related to college responsibilities.

The Vice President for Research and Development is responsible for Admissions and Records. This includes procedures for admission, system of records maintenance, reporting, and format of records. It also includes establishing ways of improving registration, establishing priorities of reports for admissions and records, and implementation of procedures.

DIRECTOR OF ADMISSIONS AND RECORDS

The Director of Admissions and Records establishes and coordinates the procedures for admission and registration of students, and establishes a system of records maintenance and reporting. He is responsible to the Vice President for Research and Development.

Further, he supervises the work of the professional personnel and is responsible for the general supervision of other members of the staff in the admissions and registration offices.

Also, he coordinates the efforts of the admissions offices in establishing and maintaining contact with prospective students, and in providing students with information necessary for them to make application for admission to the college. Also, he establishes and maintains a system for receiving and processing application materials, and in making this information available to appropriate offices.

He establishes the type and format of all reports required by the admissions offices from the Data Processing Center, and is responsible for the assignment of priorities of these reports.

Additionally, he establishes and maintains liaison between the college and area high schools in matters relating to student recruitment, and coordinates college representation at college nights and other similar activities.

He also is responsible for the preparation of reports required by district, state and federal offices, and for the distribution to appropriate offices of any data that might be generated from material gathered by the admissions office.

He aids in establishing and maintaining liaison between the college and other collegiate institutions in matters relating to transfer of credit, assists in the preparation and publication of the college catalog and other material relating to the admissions office, and establishes and maintains strong working relationships with administrative officials of each campus so the admissions office may remain closely oriented in the area of student personnel services.

He also performs other duties as may be assigned by the Vice President for Research and Development.

ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS

The Assistant Director of Admissions and Records is responsible to the Director of Admissions and Records.

He assists in establishing and maintaining student records, in the processing of new student records, and preparing and submitting reports to state and federal offices.

Further, he assists in the operation of the district admissions office, and is responsible for the operation of the office in the absence of the Director of Admissions and Records.

He is responsible for the evaluation of student personnel files for admissions purposes, and for the evaluation of student records for graduation consideration.

DIRECTOR OF ADULT AND CONTINUING EDUCATION

The Director of Adult and Continuing Education is responsible directly to the Vice President for Research and Development.

The Director of Adult and Continuing Education plans and develops community service courses and activities.

He cooperates with local businesses, industrial representatives, clubs, and professional organizations in determining the need for classes for employed people who wish to supplement their occupational knowledge and skills to help them better perform their duties. It is the responsibility of the Director of Adult and Continuing Education to implement programs to meet educational needs which have been identified.

He initiates short courses and non-credit seminars, and works closely with appropriate campus personnel in scheduling community service courses on each campus.

He makes recommendations to the Vice President for Research and Development for personnel appointments, and performs other duties assigned by the Vice President for Research and Development.

DIRECTOR OF COMMUNITY RELATIONS

The Director of Community Relations is responsible directly to the President, and is charged with preparing and releasing all news of the college to the various media, as well as with general press relations for Tarrant County Junior College District.

He also coordinates and/or prepares all college publications exclusive of student publications, and gives final approval to catalogs, brochures, and other official college publications.

He also handles requests from outside groups for speakers from the College through the Speaker's Bureau, which is maintained in his office.

The Director of Community Relations also prepares PROJECTION, the weekly newsletter, for members of the faculty and staff, and MOMENTUM, a publication which has wide circulation outside the College. Members of the faculty and staff who have material appropriate for either publication are invited to submit the material--preferably in writing--to this office, a week prior to publication time, when possible.

The Director of Community Relations also is in charge of coordinating group tours of the campuses for members of the community at large.

DISTRICT AUDITOR

The District Auditor reports directly to the Vice President for Administration, and is charged with the supervision of accounting for the District.

Further, he is in charge of all internal auditing, and has supervisory responsibilities for claims to Federal and State Agencies, and for preparation of the district payroll.

The District Auditor prepares all financial reports to various groups and agencies, and maintains cost data on all phases of the operation of the District.

He also is responsible for other duties and responsibilities as may be assigned by the Vice President for Administration.

DIRECTOR OF INSTRUCTIONAL MEDIA SERVICES

The Director of Instructional Media Services is responsible for the total instructional media program.

He organizes and supervises the total program, and coordinates the use of all instructional media.

The Director of Instructional Media Services plans a systematic program for evaluation of the instructional media staff and for instructional media services. He works closely with the Director of Library Services in coordinating use of the Learning Resources Center and materials, and with the Deans of Instruction in coordinating the instructional media services with the instructional programs.

The Director of Instructional Media, in conjunction with the Coordinator of Instructional Media and Dean of Instruction on each campus, assures that instructional media services relate directly to the needs of the instructional programs on the respective campuses. He directs and advises the Coordinators of Instructional Media as they exercise their responsibility for efficient operation of the instructional media services on the campus to which each is assigned.

DIRECTOR OF LIBRARY SERVICES

The Director of Library Services is responsible directly to the Executive Deans of each campus for the total library services program on each campus of the TCJC District. He is responsible for correlating the library program in the District into one strong and effective unit of service.

The Director of Library Services makes recommendations to the respective Executive Deans for library staff appointments on each campus, promotions, and re-employment, and submits to them recommendations for an annual library services budget which he executes when the budget is approved.

In addition, he plans a systematic program for the evaluation of the library staff and of library services. Further, he works closely with the Deans of Instruction on each campus in coordinating the library services program with the instructional program, and with the Director of Instructional Media Services to plan the use of the Learning Resources Center and materials.

The Director of Library Services supervises and coordinates a library orientation program for students and faculty on both campuses, and plans with the Director of the Data Processing Center for the utilization and application of data processing services in the implementation of the library services program.

He also performs other duties as directed by the Executive Deans.

DIRECTOR OF PERSONNEL

The Director of Personnel is responsible to the Vice President for Administration, and is charged with recruiting and screening new applicants for employment in instructional, non-instructional, and administrative positions at Tarrant County Junior College.

He also coordinates district personnel policies and records, and maintains personnel records on all employees of the District.

He plans orientation programs on a district-wide basis, and provides in-service training for all personnel.

Further, he conducts personnel policy research on national, state, and local levels, and assists members of the faculty in such areas as supervision and evaluation, academic freedom, tenure, fringe benefits, and innovative programs.

He also is responsible for assisting in the formulation of educational policies which relate to the personnel program, and in planning the educational programs of the District.

He also performs other duties as assigned by the Vice President for Administration.

DIRECTOR OF PROGRAM DEVELOPMENT

The Director of Program Development is responsible for developing new programs of Technical Vocational Education and revising existing programs in accordance with the employment needs of business and industry, and is responsible to the Vice President for Research and Development.

The Director of Program Development develops program curricula to provide students with the information and skills necessary for successful employment in business and industry, and presents proposed curricula to Advisory Committees composed of representatives from business and industry.

Further, he assists in determining classroom and laboratory space needed for new programs, ascertains equipment, supplies and instructional aids to be used for instructional purposes, and prepares equipment and supply lists for submission to the Texas Education Agency.

He also prepares contracts for salaries of personnel who are approved for reimbursement by the Texas Education Agency, assists in selecting counselors, supervisors and instructors of technical-vocational programs, and confers with representatives of manufacturing and publishing companies.

Also included in his responsibilities are serving on local education and training committees, attending meetings on local, state, regional or national levels relative to technical-vocational program administration, supervision, evaluation and improvement and preparing progress reports of programs requested on local, state or national levels.

Additionally, he meets with area high school seniors, reviews current textbooks and other technical-vocational literature, and studies reports of employment trends in business and industry.

He performs other duties as assigned by the Vice President for Research and Development.

DIRECTOR OF RESEARCH

The Director of Research is responsible directly to the Vice President for Research and Development.

It will be his responsibility to coordinate and to assist in the initiation and implementation of institutional research. The institutional research conducted will consist of such items as follow-up studies on students, evaluation of the degree of goal achievement of various programs, curriculum studies, and any other studies that may be deemed desirable.

He will be responsible for applications for federal and state grants. In addition, he will coordinate applications to private foundations.

Included among his duties will be the preparation of statistical reports as requested by appropriate agencies. Also, he will submit research reports as requested by federal agencies.

He will coordinate the development of educational materials and/or special research studies to help create a better learning environment.

In addition, he will provide technical assistance concerning methods, funds, and other items relating to research in which individual staff members are engaged or in which they may desire to engage.

The Director of Research also performs other duties as may be assigned by the Vice President for Research and Development.

EXECUTIVE DEAN

The Executive Dean, chief administrator of the campus, is responsible directly to the President of the District for the total educational programs of the campus.

He will supervise, coordinate, and direct the work of the Dean of Instruction, Dean of Student Services, Director of Library Services, Director of Instructional Media, and other administrative officers on the campus.

He also will make recommendations of changes in and/or development of curriculum, faculty policies, and academic policies, as well as plans for campus program expansion, development, and organization in all areas. These recommendations are made to the President. The Executive Dean also serves as the chief liaison officer between the central administration and the campus, and interprets and implements the district philosophy, policies, and procedures to campus personnel.

He will coordinate with the Vice President for Administration on campus activities, duties, and responsibilities of the Bursar, and for the maintenance and operation of the college plant, its bookstore, and food services. In addition, he will coordinate with the Vice President of Research and Development in the planning of research and technical-vocational programs and curricula, and the campus activities, duties, and responsibilities of the Director of the Data Processing Center. Other coordination will be with the central administration on all community relations and public service activities.

He strives to create a professional working climate for all campus personnel and promotes good morale.

DEAN OF INSTRUCTION

The Dean of Instruction is responsible for the total instructional program, and is the administrative head of the instructional faculty.

Included among his responsibilities are planning, organizing, supervising, and administering, through the various division chairmen, the total instructional program of all college credit courses. He also formulates objectives for the entire curriculum, and coordinates the preparation of specific course outlines and syllabi.

He prepares the master teaching schedule, makes teaching assignments, assigns classrooms and other instructional facilities, and approves examination schedules.

Further, the Dean of Instruction makes recommendations to the Executive Dean for the organization of the instructional faculty and committee assignments, and plans and coordinates a systematic program for faculty evaluation, as well as evaluation of the instructional program.

He also directs curriculum development and revision, coordinates institutional research related to the instructional program, and assists in the preparation of the college catalog, curriculum brochures, and the faculty handbook. He also assists in planning an in-service training program for the instructional faculty and providing orientation for new faculty.

He works closely with the Directors of Instructional Media, Library Services, and Student Services relative to their roles as they apply to the instructional program.

DEAN OF STUDENT SERVICES

The Dean of Student Services is responsible for the organization, supervision, and coordination of all aspects of the college program related to student affairs and services.

Included among his responsibilities are the organizing, supervising, and coordinating, through his staff, all student services programs, including guidance and counseling, testing, financial aid and job placement, student activities, and student health services.

He plans and coordinates a systematic program of evaluation of the student services faculty and the program, and directs institutional research related to the program.

The Dean of Student Services is in charge of the preparation of the Student Handbook, the in-service training for faculty members involved in his programs, and distribution to prospective students of information about the various college programs. Further, he organizes and supervises procedures for handling major and minor student discipline problems, and coordinates a student orientation program.

He directs the use of the Student Center and other spaces assigned for use in the Student Services Program.

DIVISION CHAIRMEN

Division Chairmen are responsible directly to the Dean of Instruction, and they comprise an advisory committee to him in all matters relating to the curriculum and to the instructional process. Division Chairmen are the administrative heads of the instructional faculty in their respective divisions.

Included among their responsibilities are coordination and supervision through department chairmen of the instructional program in the division, including day and evening college credit courses both on campus and off campus.

In addition, they recommend course offerings and teaching assignments in their divisions, and coordinate the program of evaluation of instructional effectiveness and student progress. They coordinate the preparation and periodic revision of course syllabi in their divisions, and the selection of titles to be purchased for the library within their subject matter fields.

Division Chairmen assist in advising students majoring in the division regarding their courses of study. They prepare and submit to the Dean of Instruction status reports on activities under their jurisdiction. They confer with division staffs on academic or personal problems, perform the teaching function when assigned by the Dean of Instruction, and discharge other duties as assigned by the Dean of Instruction.

DEPARTMENT CHAIRMEN AND COORDINATORS

Department Chairmen and Coordinators are responsible directly to the Division Chairmen in whose division the departmental work is assigned. They are instructional leaders of the department, and administrative assistants to the Division Chairmen.

Department Chairmen and Coordinators supervise the instructional programs in the department, including day and evening college credit courses both on campus and off campus, and submit to the Division Chairmen recommendations for annual instructional budgets for the departments. They coordinate execution of the budget after approval.

They make recommendations to the Division Chairmen for faculty appointments, promotions, and re-employment within respective departments, and recommend course offerings and teaching assignments in these departments.

They evaluate the instructional effectiveness of departmental staffs, make status reports to the Division Chairmen, and supervise the preparation and revision of syllabi for courses offered in the departments.

Other responsibilities include recommendations to the Division Chairmen of titles of books to be purchased for the library, conferences with departmental staff members on academic and personal problems, and performance of the teaching function to the extent assigned by the Division Chairmen.

FACULTY PERSONNEL

No personnel of Tarrant County Junior College District have more opportunity to serve than members of the faculty. It is these persons who have regular, day-to-day communication with students, and it is fitting that while faculty members are responsible to department and division chairmen, and to the Dean of Instruction and the Executive Dean, they have great responsibility to students, whom they are challenged to teach in the most effective manner possible.

It is felt that responsibilities of faculty persons thus embrace much more than teaching assignments. Teachers must determine to keep abreast of new teaching techniques, and keep in close touch with changing philosophies in their fields.

At the same time, it is believed that faculty persons will realize that in a community junior college, one of the most prized aspects of education is a healthy teacher-student relationship, and that considerable time should be spent by teachers in conference sessions with students outside of regular class hours. Faculty members are encouraged to maintain broad horizons concerning graduate work, research, workshops, and other similar opportunities calculated to make them better teachers.

Being prepared, cheerful, willing and eager to serve, responsive to change, and maintaining a constant dedication to serve students make responsibilities of faculty persons unique challenges.

It is understood that total conduct and appearance of faculty personnel should be such that students would do well to strive to emulate them.

COLLEGE OFFICE HOURS

Administrative Offices

8:00 a.m. to 5:00 p.m., Monday through Friday

Registrar's Office

8:00 a.m. - 9:00 p.m., Monday through Thursday
8:00 a.m. - 5:00 p.m., Friday

Counseling Office

8:00 a.m. - 4:00 p.m., Monday through Friday
6:00 p.m. - 9:00 p.m., Monday and Tuesday

Learning Resources Center

7:45 a.m. - 10:00 p.m., Monday through Thursday
7:45 a.m. - 5:00 p.m., Friday

Bursar's Office

8:00 a.m. - 9:00 p.m., Monday through Thursday
8:00 a.m. - 4:30 p.m., Friday

Student Center

7:00 a.m. - 10:00 p.m., Monday through Thursday
7:00 a.m. - 5:00 p.m., Friday

Cafeteria

7:00 a.m. - 2:00 p.m., Monday through Friday
7:00 a.m. - 6:30 p.m., Monday through Friday - Vending

Activities Areas

8:30 a.m. - 6:30 p.m., Monday and Wednesday
8:30 a.m. - 8:30 p.m., Tuesday and Thursday
8:30 a.m. - 4:30 p.m., Friday

Bookstore

8:00 a.m. - 8:30 p.m., Monday through Thursday
8:00 a.m. - 5:00 p.m., Friday

Data Processing Center

8:00 a.m. - 5:00 p.m., Monday through Friday
6:30 p.m. - 10:00 p.m., Monday through Thursday

COLLEGE COMMUNICATIONS

Telephone

Incoming telephone calls are received by the switchboard operator in the Bursar's Office. Calls are then referred to the extension of the individual with whom communication is requested. Messages for instructional faculty members who are not available at the time of the call may be left with the secretary in the Division Chairman's Office.

Official long distance calls must be placed through the switchboard operator, and such long distance calls should be made only when absolutely necessary. Whenever possible, routine matters should be handled by regular correspondence.

Mail

Mail, inter-campus communications, and intra-district communications will be picked up and delivered twice daily--once in the morning and once in the afternoon. Mail will be picked up and delivered to each administrative office and each Division Chairman's office.

Instructional faculty will receive incoming mail in their Division Chairman's Office, and their outgoing mail should be taken to this office. The Bursar of the campus will coordinate and supervise mail distribution. Generally, faculty and staff should receive their personal mail at their home addresses. Outgoing mail of a personal nature may be deposited in the U. S. Post Office Box located on campus.

Bulletin Boards

Faculty members who wish to distribute information of general or widespread interest to students may do so through use of official campus bulletin boards.

Information posted on these boards is considered official, and students are required to check boards daily. Faculty members desiring to place information on these boards should send it to the Office of the Dean of Student Services at least 24 hours prior to the time of posting.

Student Communications

Faculty members may contact individual students by telephone or through the mail. Letters sent to the address of the student as shown on his record in the Admissions Office are considered official.

Emergency messages may be sent to students with approval of the Dean of Student Services. Faculty members should not deliver messages other than these to students during class sessions.

Faculty-Staff Bulletin

The President will publish a weekly bulletin for the faculty and staff. The date of publication and deadline for copy will be announced. The bulletin will carry announcements and information of general interest, college policy statements when appropriate, and the calendar of official events for the forthcoming week. Any staff member may submit appropriate copy for the bulletin. Use of the bulletin will greatly reduce the number of memoranda at the district level.

COLLEGE CATALOG

The college catalog is a legal document governing the relationship between the institution and the student. Each faculty member should become thoroughly familiar with the contents of the current catalog. Of particular concern to instructors is the section dealing with academic regulations. If a question of interpretation of the content of the catalog arises, such question should be referred to the college administration.

Faculty members should encourage students to secure a copy of the catalog and to read it carefully.

BUILDING AND FACILITIES USE

The utilization of buildings and facilities for official college use shall be coordinated as follows:

Instructional and Faculty Offices ---- Dean of Instruction

Student Center ---------------------- Dean of Student Services

Learning Resources Center ----------- Director of Library Services
and
Director of Instructional Media

Permission to use college facilities for non-college purposes must be obtained from the President through the Vice President for Administration.

COLLEGE KEYS

Faculty and Staff may check out keys for their offices and other areas to which they need access, and which are generally kept locked for security reasons. These keys may be checked out from the campus Bursar. Buildings will be opened at 7:45 A.M., and will remain open until 10:30 P.M. General purpose classrooms and other rooms, except those rooms which have special equipment and supplies, will be left unlocked. Therefore, there will be access to these rooms any time the buildings are open.

Master keys to buildings will be issued only to those faculty members who have a special need for such keys because of the nature of their duties and responsibilities. Request for master keys should be forwarded through channels and must have the final approval of the President and the Vice President for Administration. Each person who receives and signs for keys assumes the responsibility for the equipment and supplies in areas made accessible by the keys.

FACULTY PARKING

Special areas will be designated within the campus parking facilities as "faculty parking." Faculty members should obtain a parking sticker from the Office of the Dean of Student Services.

Faculty members are subject to the same rules and penalties for parking as the students.

Parking regulations are listed in detail in the Student Handbook.

OFFICE SUPPLIES

Basic office supplies and basic instructional supplies, such as duplicating paper, stencils, chalk, and erasers will be issued to faculty and staff from the Bursar's Office. Supplies not generally stocked in the Bursar's Office may be requisitioned from the Bookstore. Supplies which are not stocked in the Bursar's Office or in the Bookstore should be requested on a regular Purchase Requisition Form.

BUDGET REQUESTS AND REQUISITIONS

The fiscal year for operation of the College is from September 1 to August 31. An annual operating budget will be prepared and submitted through channels for consideration during the Spring of the preceding year. Forms will be provided for the purpose of projecting budgetary needs for the coming year by the Vice President for Administration. The Dean of Instruction, Dean of Student Services, Director of Library Services and Director of Instructional Media will coordinate and consolidate budget requests in their areas. These will be submitted to the Executive Dean, who will review and forward to the Vice President for Administration.

1. AUTHORITY TO OBLIGATE FUNDS

The Business Office, under the direction of the Vice President for Administration, has sole authority to obligate the funds of the college for purchase of supplies and equipment. The College will assume no liability for payment of obligations undertaken in any other manner or by any other persons.

All purchases of supplies, equipment, and services shall be made through the Business Office under the direction of the Purchasing Agent. Competitive bids shall be secured, when possible, for all purchases and awarded in the best interest of Tarrant County Junior College District.

2. USE OF THE REQUISITION

Requisitions are to be used by all Departments in ordering supplies, equipment, and services. The chairman may not order for any department other than his own. The requisition should be filled out completely as to technical description, cost, sources of supply, and any special information available. Assistance in securing complete data will be provided by the Division Chairman before he signs and forwards the requisition to the Purchasing Agent. Requisitions are to be in triplicate, one (1) copy retained by the ordering department, and two (2) copies for the Business Office.

After a Purchase Order has been issued, the ordering department will receive one (1) copy of this order.

All requisitions must be typed.

PAYROLL PROCEDURES

Payroll checks will be issued on the last work day of each month in the Bursar's Office.

Time sheets for classified staff personnel should be turned in weekly to the Bursar's Office, and should be signed by the immediate supervisor for such personnel. Forms will be provided by the Bursar for this purpose.

Time sheets for student help should be turned in to the Bursar's Office when requested--generally about the 15th of each month--and should be signed by the faculty supervisor. Forms will be provided by the Bursar for this purpose.

Although time sheets are not required for faculty and other professional personnel, a monthly work report must be submitted for payroll purposes on all professional personnel.

The Dean of Instruction, Dean of Student Services, Director of Library Services, and Director of Instructional Media shall submit to the Executive Dean a monthly report of all professional personnel under their supervision. Such reports will be submitted when requested, generally around the 20th of each month, and forms will be provided for this purpose.

PROFESSIONAL TRAVEL

Each division of the College will have limited travel money. These funds may be used to reimburse faculty for approved professional travel. Requests for reimbursement of travel for professional purposes must be requested on a Travel Expense Voucher, and should be filed within three working days of return. Receipts must be submitted for all items except meals.

The business office will assist faculty in making arrangements for commercial travel. All individuals desiring to use commercial carriers should submit a regular purchase requisition form, giving complete information as to time of desired departure, etc. The business office will secure the ticket and deliver it to the faculty member. All air travel shall be economy class.

If a personal car is used, the District will pay 10¢ per mile, but in no case will mileage paid exceed the cost of an economy plane fare for the same destination. Before a personal car is used. the faculty member must contact the Superintendent of Buildings and Grounds to determine if a college-owned vehicle is available.

Advances may be made if "out of pocket" expenses are estimated to exceed $100.00.

Instructional faculty travel which involves absence from classes for which college reimbursement is requested must be approved by the Division Chairman and the Dean of Instruction. Forms requesting permission for such travel are available from the Division Chairmen.

WORK ORDER PROCEDURE

Work orders will be submitted directly to the Superintendent of Buildings and Grounds. If the requested work is routine in nature, the work order will be passed directly to the Maintenance Department. Should the work require an unusual expenditure of funds or result in an alteration of the physical plant, the work order will be sent to the Vice President for Administration. When alteration is related to the educational program, it should have the approval of the Executive Dean.

Work orders should also be used, as a means of notification, for all special events on campus, and for all special requirements for these events.

PERSONNEL FOLDERS

Current personnel folders are maintained in the Office of the Director of Personnel for each employee of the District. Transcripts of all college work done by each instructor are kept in his folder. When an instructor completes additional college work, he should submit a current transcript showing such work.

In addition to the record of academic preparation, other items in the personnel folders include records of teaching service, accomplishments, honors, teaching assignments, and publications. Also included is other information relating to the faculty members' professional activities.

LOST AND FOUND

A lost and found center will be maintained in the Bursar's Office in the Administration Building. All items found should be sent to this office as soon as it is convenient. Inquiries for lost articles also should be directed to this office.

CHANGE OF ADDRESS

Changes of address and/or telephone numbers should be reported to the Executive Dean's Office.

TENURE

At present all professional personnel are employed on nine months, ten months or twelve months contracts. Contracts of employment are generally effective as of September 1. Faculty performance shall be subject to professional evaluation and review.

New contracts, or notice of reappointment, shall be issued to all faculty who are re-employed by April 15. Adequate notice shall be given all faculty members regarding their status with the institution for the coming year.

ACADEMIC FREEDOM AND RESPONSIBILITY

Institutions of higher education are conducted for the common good. The common good depends upon a free search for truth and its free expression. Hence, it is essential that the faculty members of the Tarrant County Junior College District be free to pursue scholarly inquiry without undue restriction, and to voice and publish his conclusions concerning the significance of evidence that he considers relevant. He must be free from the corrosive fear that others, inside or outside the junior college community, because their vision may differ from his own, may threaten his professional career or the material benefits accruing from it.

Each faculty member of the Tarrant County Junior College District is entitled to full freedom in the classroom in discussing the subject which he teaches. Each faculty member is also a citizen of his nation, state, and community; and when he speaks, writes, or acts as such, must be free from institutional censorship or discipline.

The concept of academic freedom in the Tarrant County Junior College District is accompanied by an equally demanding concept of responsibility, shared by the Board of Trustees, administrators, and faculty members.

The essential responsibilities of the Board of Trustees and administrators are set forth in the Standards for Colleges, adopted by the Southern Association of Colleges and Schools, as updated and revised.

The fundamental responsibilities of a faculty member as a teacher and a scholar include a maintenance of competence in his fields of specialization and the exhibition of such competence in lectures, discussions, and/or publications.

Exercise of professional integrity by a faculty member includes recognition that the public will judge his profession and the Tarrant County Junior College District by his statements. Therefore, he should strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to avoid creating the impression that he speaks or acts for the Tarrant County Junior College District when he speaks or acts as a private person.

A faculty member should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to his subject field.

A faculty member has the responsibility to provide due notice of his intention to interrupt or terminate his services with the Tarrant County Junior College District.

OUTSIDE EMPLOYMENT

Extra college activities by faculty or staff are regarded by the College administration and the Board of Trustees solely on a professional and ethical basis. Likewise, anyone employed by the College engaged in extra college activities, should conscientiously examine such activities. Activities which are determined to be in violation of professional or ethical practices should be promptly abandoned.

Should the President question the propriety of a faculty or staff member's extra college activities, he may require a conference with him or with members of his staff to determine a proper course of action.

FACULTY AND STAFF PERSONNEL BENEFITS

The following benefits are available to the faculty and staff of Tarrant County Junior College District:

VACATION POLICY

Vacation time begins to accumulate from the first day of employment, but the actual vacation days cannot be utilized until after the employee has been with the college for a minimum of six months. All personnel who are employed on a twelve month basis are entitled to vacation time, with pay, as follows:

1. For six months to one year	(5) days
2. For one to seven years	(10) days
3. For eight to ten years	(12) days
4. For eleven to fifteen years	(15) days
5. For sixteen years or over	(20) days

To be eligible for five days vacation, the employee must have completed six months by September 1. To be eligible for 10 days vacation, the employee must have completed twelve months by September 1.

The normal time of the season for utilization of vacation should be from June 1 to August 31. Any deviation from this policy must have the approval of the immediate supervisor.

Division chairmen are classified as twelve month employees; therefore, the previous policy applies to each chairman. Division chairmen should not follow the instructional staff's school holiday pattern, but should use the plan of "work holidays" and a twelve month employment vacation schedule. Twelve month instructional staff will not follow this vacation policy, but will follow the instructional staff holiday pattern.

Hourly and daily employees will not be eligible for vacation time. Permanent part-time employees will earn a pro rata share of vacation of a full-time employee.

Vacation earned in a fiscal year must be taken before August 31 of the following fiscal year unless waiver is given by the President. This limit does not apply to the President, Vice Presidents, Executive Deans or other appropriate administrators.

The length of each vacation period shall be determined by the employee and his immediate supervisor, except that an employee may not use any more vacation time than he has earned. In other words, there shall be no "advance" of vacation time. Vacation time may be taken in units of one full day or more. No half days may be taken.

LEAVE POLICY

Sick Leave

Sick benefits are allowed only for the illness of the employee. Employees will accrue sick leave at the rate of one work day for each month employed. The maximum number of sick leave work days that may be accrued is sixty days. The President, Vice Presidents, Executive Deans, and other appropriate administrators accrue sick leave as all other employees. However, the sick leave of these persons may be extended by action of the Board of Trustees.

Sick leave records will be maintained in the district business and personnel offices. The business office should be informed when an employee takes sick leave. When an employee exceeds his sick leave time, a deduction will be made at the rate of one-twentieth of the monthly salary for each day's absence in excess of the earned leave.

Sick leave because of illness of dependents or members of the immediate family of the employee may be allowed up to three days per year, with such leave charged against the employee's sick leave. Immediate family is defined as mother, father, sister, brother, spouse, or child.

Hourly and daily employees are not eligible for sick leave benefits.

When an employee who has accumulated the maximum permissible sick leave is absent for reasons provided in this policy, the number of days absent shall be subtrated from the number of days accumulated. He then may begin to accumulate sick leave again for the remainder of the year or subsequent years until he once again has the maximum permissible working days accumulated sick leave.

Holidays

All non-instructional personnel receive approximately ten holidays per year. These holidays will be officially designated before the beginning of the school year, September 1. It is within the discretion of the supervisor to substitute any days other than those normally scheduled when necessary for the protection and safe operation of the campus and/or physical plant, or when it is deemed to be in the best interest of Tarrant County Junior College.

Holidays are as follows: (all dates inclusive)

Labor Day	September 2
Thanksgiving	November 28-29
Christmas	December 23-27
New Years	January 1
Independence Day	July 4

Holidays for instructional personnel will be the same as those listed for students in the College Catalog.

Group Health and Hospitalization, and Life Insurance Program

(Group accident and health insurance with Blue Cross-Blue Shield is available to employees of the College on an optional basis. Another plan includes group life insurance which is underwritten by Group Life and Health Insurance Company, the life affiliate of Blue Cross. The health plan includes hospitalization and major medical benefits, and the premium is deducted monthly from the employee's salary. Enrollment forms and claim forms are maintained in the District Business Office. Questions relative to provisions of the plan, enrollment, filing of claims, and the like should be referred to the District Business Office.)

Listed below is a summary of the Hospitalization and Life Insurance Program available to all employees of Tarrant County Junior College District.

This plan is designed to take care of the majority of the cost arising out of unexpected illness or injury.

It is hoped that this broad hospitalization program will provide a great sense of security for you and your family; however, it should be pointed out that no plan can take the place of an individual's effort to provide security, not only through savings, but also through proper health care.

Summary of Blue Cross-Blue Shield Hospitalization Coverage

The program includes both Basic and Major Medical health insurance benefits.

Some of the features of the Basic Hospital Plan are:

1. ROOM AND BOARD: $18.00 daily allowance for employee and dependents for a period of 70 days each period of hospital confinement.

2. INTENSIVE CARE UNIT: Paid in full for a period of 70 days.

3. SERVICES WHILE IN HOSPITAL: There is no dollar limit on the amount of hospital services you may receive. Drugs, medicines, laboratory and x-ray, etc., are PAID IN FULL, regardless of the hospital's charges.

4. MATERNITY CARE: Five days benefits, once again paying the hospital's total charges including delivery room, nursery room and infant care after both the husband and wife have been covered on the same policy for at least nine months.

5. EMERGENCY ROOM AND MINOR SURGERY: Charges for emergency room services for accidents and minor surgery on an out-patient basis are covered in full.

6. PRE-EXISTING CONDITIONS: Covered immediately, except for maternity.

7. NEWBORN CHILDREN ARE COVERED AT BIRTH: All you need to do is complete a dependent addition form within 30 days of birth.

Some of the features of the Basic Medical-Surgical Plan are:

1. SURGICAL PROCEDURES: May be performed in the doctor's office, clinic, or in the hospital. Maximum payment on a scheduled basis is $350.00.

2. PROFESSIONAL ANESTHESIA: 20% of the amount paid to the operating surgeon will be paid to the attending anesthesiologist. Maximum of $70.00.

3. DOCTOR'S VISITS WHILE IN HOSPITAL: When confined to the hospital as a medical patient, payment will be made on the attending physician's charges as follows: First day, $15.00; second day, $10.00, and each succeeding day, $5.00, for 30 days.

4. MATERNITY PAYMENTS TO DOCTOR: In addition to the benefits paid to the hospital, an $80.00 payment will be made to the doctor for normal delivery.

5. DIAGNOSTIC X-RAY AND LABORATORY BENEFITS: For services in a doctor's office or clinic up to $100.00 for x-ray and $100.00 for laboratory examinations on a scheduled basis.

Special Accidental Injury Rider--$300.00

1. In addition to any benefits provided under your regular basic hospitalization medical-surgical coverage, an additional $300.00 for each accident is available under this Rider for doctor, hospital, ambulance and other necessary services set out in your policy.

Some of the features of the $10,000 Major Medical Supplement are:

1. Covered medical expenses include services rendered in a hospital not covered by Basic coverage, as well as expenses incurred before or after hospitalization or even when hospital care is not required at all.

2. Major Medical Benefit Period--Any 365 days.

3. A $100.00 Deductible must first be met before beneifts under Major Medical are available. The Deductible applies to each person covered on your policy.

4. Once the Deductible is satisfied, Major Medical pays 80% of all subsequent eligible medical expenses ordered by your physician for 365 days.

5. Some of the eligible Major Medical expenses are physician's charges, including room benefits up to $30.00 per day, blood and plasma, private duty nursing, prescription drugs used at home, oxygen at home, and many others.

Major Medical gives additional protection for 365 days in cases of Major accidents, Major surgery or Major illness. It should be noted that a maximum of $5,000.00 is available in any 365 days after which a new $100.00 deductible must be met and then new $5,000.00 benefit is available.

Premium Costs for this coverage is as follows:

One Person	$ 8.18
Two Persons	$20.70
Family	$22.62
Sponsored Dependent	$ 5.14

Upon retirement or termination of employment, the insured may convert these coverages to an individual plan for the coverages and premium then in effect for group conversion members.

Summary of Life Insurance Coverage:

(Underwritten by Group Life and Health Insurance Company, the Life affiliate of Blue Cross)

1. Life Insurance coverage with occupational Accidental Death and Dismemberment (AD&D) is a part of this broad Group Insurance Program. Note the life insurance portion of this coverage is available to the employee only. Occupational means that the insured is covered both on and off the job--24 hours a day.

2. Dismemberment benefits provide coverage for accidental loss of sight or limbs. Accidental death benefits provide the beneficiary twice the amount shown on the face of the policy, or double indemnity.

3. Premium rates are based on age of the insured, and are stated in costs per month as outlined below:

   The amount of coverage that may be purchased is based on job classification as follows:

$ 5,000.00	(Non-Academic)	Life and AD&D
$10,000.00	(Academic)	Life and AD&D
$20,000.00	(Administrative)	Life and AD&D

The preceding is based on the following age breakdown:

Monthly Rate per $1,000.00:

Attained Age	Academic-Administrative	Non-Academic
Under 45	$ .24	$ .29
45 through 54	.35	.44
55 through 64	.70	.88
65 through 69	1.76	2.20

PLUS monthly rate of $ .06 per thousand for occupational AD&D.

Both the Group Hospitalization and Life Insurance Coverages are paid for by Payroll Deductions.

NOTE: New employees must enroll within the first 30 days of employment. If a new employee does not enroll within the first 30 days of employment, he will not have another opportunity to do so until the Anniversary Date of our policy which is December 1 of each year.

TARRANT COUNTY JUNIOR COLLEGE DISTRICT

SICK LEAVE RECORD

MONTH OF ____________, 19__

TO: Business Office

FROM: ____________________________
(Administrator or Supervisor)

NAME: ____________________________
(Employee)

( ) No charges against sick leave this period

( ) Sick leave to be charged as follows:

DATE		TIME CHARGED

Signed: ____________________________
Employee's Signature

TARRANT COUNTY JUNIOR COLLEGE DISTRICT

VACATION LEAVE RECORD

MONTH OF ____________, 19__

TO: Business Office

FROM: ____________________________
(Administrator or Supervisor)

NAME: ____________________________
(Employee)

( ) No charges against vacation leave this period

( ) Vacation leave to be charged as follows:

DATE		TIME CHARGED

Signed: ____________________________
Employee's Signature

This form must be kept on a monthly basis and reported to the Central Business Office on all employees where sick leave or vacation leave apply.

TIME SHEETS AND OVERTIME PAY FOR EMPLOYEES

The official work week for Tarrant County Junior College District begins on Sunday night (12:00 midnight) for classified employees. Each employee will sign a weekly time sheet which is co-signed by the immediate supervisor stating the number of hours worked during the week. The information will be reported to the district business office once each month, but the record will be kept on a weekly basis.

Forms--one original and one carbon--will be provided by the district business office. The carbon copy will be retained by the supervisor.

Each classified employee works 40 hours per work week. All hours over this figure are to be reported as overtime. The overtime rate shall be figured at the rate of 1½ times the normal hourly rate. Overtime should be kept to a minimum number of hours and must be provided for in the department budget before the source of labor may be utilized. To compute overtime pay accurately, the following formula should be used:

The monthly salary of the individual employee should be multiplied by 12 (12 months) to arrive at the annual salary. Then, this figure should be divided by 2,080 hours (regular work hours per year) in order to ascertain the basic rate per hour. Overtime rate is 1½ times the basic rate.

An employee may work more or less than eight hours per day, but is limited to 40 hours per work week without overtime. If no provisions for overtime payment are made in a given department budget, another alternative is available--"regulated time." This is time given to the employee by the supervisor at a later date to compensate for extra working hours. The major item to consider here is that this compensatory time must be given to the employee during the same work week.

Federal minimum wage regulations require that specific records must be kept on each employee on a weekly basis.

VACATION AND SICK LEAVE REPORTS

In order for the district business office to maintain proper fiscal accounting, a monthly report is to be submitted on sick leave and vacation time for all affected employees. This form is designed to show total days charged for sick leave and total days charged for vacation leave.

TARRANT COUNTY JUNIOR COLLEGE DISTRICT

CRITERIA FOR APPOINTMENT TO RANK

GENERAL QUALIFICATIONS

1. Evidence of superior ability or promise as a teacher and/or administrator.
2. Evidence of professional competence and proficiency.
3. Successful experience. (This must necessarily be waived in the case of beginners otherwise qualified.)
4. Desirable personal qualities judged on the basis of personal interview, completed biographical data, and recommendations.

ACADEMIC QUALIFICATIONS

1.	Associate Instructor	Bachelor's Degree or equivalent.
2.	Instructor	Master's Degree or equivalent in subject field.
3.	Assistant Professor	Master's Degree in subject field, plus 24 semester hours of approved credit beyond Master's Degree.
4.	Associate Professor	Master's Degree in subject field, plus 48 semester hours of approved credit beyond Master's Degree.
5.	Professor	Earned Doctorate. (Only outstanding persons of proven ability and experience shall be eligible for appointment to this rank.)

Note: Meeting academic qualifications for rank does not automatically qualify a person for placement in this rank. All criteria will be considered, as well as the needs of the institution. In rare instances, persons of outstanding ability and competence in their field of knowledge may be considered for rank above that for which they fulfill academic qualifications.

TARRANT COUNTY JUNIOR COLLEGE DISTRICT

FACULTY SALARIES

1968-1969

(For Nine Mo.)

Associate Instructor	$5,800 - $8,200
Instructor	$6,400 - $9,100
Assistant Professor	$7,000 - $10,000
Associate Professor	$7,600 - $10,900
Professor	$8,200 - $12,000

TARRANT COUNTY JUNIOR COLLEGE DISTRICT

FACULTY SALARIES

(Related Information)

APPOINTMENT TO RANK	Appointment to rank shall be made on the basis of established criteria for appointment to rank.
SALARY WITHIN RANK	Salary within rank shall be determined primarily on the basis of past experience. Credit for previous experience, normally, shall be limited to five years.
PROMOTION IN RANK	Promotion in rank shall be made on the basis of criteria yet to be established. Generally, faculty members will not be eligible for promotion in rank until they have served for a minimum of three years in rank in the Tarrant County Junior College District.

FACULTY SALARY SCHEDULE
(For Nine Months)

	I.	II.	III.	IV.	V.
	B.A.	Master's	M + 24	M + 48	Doctorate
Steps	**Associate Instructor**	**Instructor**	**Assistant Professor**	**Associate Professor**	**Professor**
0	5,800	6,400	7,000	7,600	8,200
1	6,100	6,700	7,300	7,900	8,500
2	6,400	7,000	7,600	8,200	8,800
3	6,700	7,300	7,900	8,500	9,100
4	7,000	7,600	8,200	8,800	9,400
5	7,200	7,900	8,500	9,100	9,700
6	7,400	8,100	8,800	9,400	10,000
7	7,600	8,300	9,000	9,700	10,300
8	7,800	8,500	9,200	9,900	10,700
9	8,000	8,700	9,400	10,100	10,900
10	8,200	8,900	9,600	10,300	11,100
11		9,100	9,800	10,500	11,300
12			10,000	10,700	11,500
				10,900	11,700
					11,900
					12,100

Note: In determining step placement for new faculty members, credit for previous experience shall normally be limited to five years.

EMPLOYMENT CONTRACTS FOR PROFESSIONAL PERSONNEL

Administrators		12-month basis independent salary structure
Division Chairmen		12-month basis 9-month base salary, plus $750 yearly supplement, plus ¼ of base salary for summer
Department Heads		9-month basis 9-month base salary, plus $350 supplement. If summer, ¼ of base salary. (one summer session = 1/8 base salary)
Counselors	(a)	12-month basis 9-month base salary, plus $500 yearly supplement, plus ¼ of base salary for summer
	(b)	9-month basis 9-month base salary, plus $350 supplement
Assistant Librarians	(a)	12-month basis 9-month base salary, plus $500 yearly supplement, plus ¼ of base salary for summer
	(b)	9-month basis 9-month base salary, plus $350 supplement
Full-time Instructional Faculty		9-month basis 9-month base salary

Note: Other supplements to instructional salary may be necessary for full-time instructional faculty who are assigned additional administrative duties above a full-time teaching load, i.e., Director of Intramurals, Director of Athletics, etc.

SALARY RANGE FOR TEACHING ONE COURSE OF TWO OR THREE HOURS CREDIT*

	Salary Range
Bachelor's Degree or equivalent**	$400 - 500
Master's Degree or equivalent**	450 - 550
Master's Degree plus 24 approved semester hours	500 - 600
Master's Degree plus 48 approved semester hours	550 - 650
Doctorate	600 - 700

*For teaching a four-hour course, add 25%.

**The administration will determine equivalencies when appropriate to do so.

SUMMER SALARY SCHEDULE

(For Full-Time Teaching)

One Six-week Term

All Ranks	1/48 of base salary for each load hour

Note: All part-time faculty will be ranked as part-time instructors.

PERSONNEL POLICIES

Salary payments, deductions, and teacher retirement

All twelve-month employees will be paid monthly, on or about the last working day of the month, on the basis of the monthly salary agreement of 1/12 of the annual salary, if on a contract basis.

Teachers and professional personnel on a contract basis other than 12 months will be paid monthly on or about the last working day of the month, on the basis of 1/12 of the contract amount.

Employees of Tarrant County Junior College District must join the Teacher Retirement System of Texas. This retirement program has many benefits and will be expanded in the future.

All full-time employees will be subject to the provisions of the Texas Teacher Retirement System. A deduction will be made each month at the rate of six per cent of the gross wages up to the maximum base of $8,400.00 during the academic year from September 1 through August 31. An annual Teacher Retirement System fee of $5.00 will be deducted each September.

All salaries and wages will be subject to the Federal Withholding Tax provisions, and such tax will be withheld on the basis of information furnished by the employee on the Form W-4.

Social Security

In order that Social Security benefits may be provided, 4.4% of the gross salary of all employees is withheld monthly. The figure is established on a maximum salary base of $7,800 annually, but is subject to change by Federal regulations.

Horace Mann Disability Insurance

This insurance offers this plan for employees of Tarrant County Junior College District:

1. Payment begins to the individual employee after the 60th day that a person is disabled. Thus, such benefits are available immediately after the maximum of 60 days sick leave.

2. The company will pay 60% of the employee's salary as long as the person is disabled. This applies until the individual reaches the age of 65 years.

The disability insurance program is optional for employees; additional information is available in the district business office.

STEPS IN RECRUITING, SCREENING, AND SELECTING PERSONNEL

The major objective of the personnel office is to employ the most effective and efficient persons to implement the task of instruction.

1. Faculty applicants shall be screened by the Director of Personnel.

2. After total information has been gathered about the applicants (such as application, transcripts, photographs, resume sheets, and the like) the candidate shall be referred to the department or division chairman for an interview.

3. If, after the interview, the division or department chairman feels that the individual interviewed is a desirable candidate, the next procedure is to recommend this person to the Dean of Instruction and to the Executive Dean of the appropriate campus.

4. After discussion with the department chairman, the division chairman, and the Dean of Instruction, the department chairman will forward, through the division chairman, a memorandum to the Dean of Instruction recommending the applicant for appointment and specifying the following:

    a. Title of position, including academic rank
    b. Effective date and length of appointment
    c. Appropriate salary range
    d. Conditions of appointment, if any
    e. Nature of appointment--part-time or full-time

5. In the case of an applicant for a position as department chairman, the arrangements for interviews and recommendation for appointment are to be initiated by the division chairman, paralleling the procedure described above.

6. The Dean of Instruction and Executive Dean, upon the recommendation of the department and division chairmen, shall further review transcripts, interview, and take other necessary steps in evaluating the candidate's capabilities to fit into the philosophy of the instructional program of Tarrant County Junior College. The Executive Dean shall recommend the salary and specific position of the candidate via written recommendation of employment. The Executive Dean shall be the authority when it relates to his specific campus. He is authorized to negotiate the terms of employment with the candidate, including such items as rank, salary, duration of employment, teaching field, subject to be taught, other duties and assignments, and to recommend the candidate and terms which are agreed upon by him and the candidate, within the policies of the College. These terms are subject to the approval of the President and the Board of Trustees of Tarrant County Junior College District. The Executive Dean will verify information

concerning the candidate's education, experience, references, and any characteristics, capacities, skills, or factors which have a bearing on the candidate's aptitude, ability, or general fitness to perform the work for which he is being considered. This information should be included in a written or typed form along with the letter of recommendation to the Director of Personnel.

It is the policy of the District that no final offer will be made until a complete check has been made to see if the expenditures will coincide with the allowance provided in the annual budget.

7. After receiving a recommendation from the Executive Dean, the Director of Personnel will then present it to the proper administrative officials for final approval. Contracts will follow from the personnel office to the prospective employee.

8. All TEA Vocational-Technical applicants must complete a vocational-technical application blank for the Texas Education Agency, and must be interviewed by the Director of Program Development in the District Offices. This phase should be one of the first items considered, since it usually requires a period of time before it is possible to obtain vocational-technical approval from the Texas Education Agency.

9. For Fall Semester Appointments: Each division chairman will survey the probable faculty needs for each department in his division, and submit an estimate of needs to the Dean of Instruction by April 1.

   For Spring Semester Appointments: Each division chairman will survey the probable faculty needs for each department in his division, and submit an estimate of needs to the Dean of Instruction by November 1.

   The estimates of faculty needs then will be submitted by the Dean of Instruction to the Director of Personnel.

10. Interviews should not be scheduled until an applicant's credentials are complete, although circumstances may justify exceptions to this policy. Under no circumstances, however, should a candidate be employed until all credentials are complete.

11. At the completion of an interview, the interviewer is to complete an interview check sheet, and place it in the applicant's file.

12. Under no circumstances is a definite commitment to be made at the time of the interview concerning the position or salary. Discussion of salary should be limited to range rather than narrowed to a specific figure.

13. Announcement of appointment is the sole right of Tarrant County Junior College.

14. Each division chairman is to arrange a pool of part-time faculty applicants for his division through the Director of Personnel. These applicants will be accorded stand-by status by action of the division chairman at least thirty days prior to the beginning of the semester for which they are being considered for appointment, if it appears that part-time faculty members will be needed. The division chairman also should alert local applicants who apply for full-time positions and are not appointed who might be interested in part-time positions.

During the interview and employment process, it is most important that all parties involved keep others concerned up to date on each stage of development. It is also imperative that department chairmen, division chairmen, deans, and other administrative officials keep the office of personnel informed about any vacancies which occur. This applies to instructional as well as non-instructional personnel. This information should be in written form and should describe in detail the position to be filled, and all details relative to employment.

A complete file on an applicant should contain the following:

1. Completed application form
2. References and recommendations
3. Placement papers
4. Official transcripts of all college work
5. Recent photograph
6. Resume or personal data sheet, if available

CONTACT, RECRUITMENT, AND FILING OF APPLICATIONS MAY BEGIN WITH ANY INSTRUCTOR, DEPARTMENT OR DIVISION CHAIRMAN, OR ADMINISTRATIVE OFFICIAL. IT IS MOST IMPORTANT THAT AS SOON AS THE PERSON MAKES FORMAL APPLICATION THAT THIS MATERIAL BE FORWARDED TO THE DISTRICT PERSONNEL OFFICE IN ORDER THAT PROCEDURES ARE BEGUN FOR COMPLETING ALL ASPECTS OF THE APPLICANT'S FILE.

FACULTY MEMBERSHIP

Faculty Rank

Faculty rank shall be awarded only to full-time instructional faculty members who are assigned classroom teaching responsibilities. Faculty rank shall be designated at the time of employment. There shall be five faculty rank classifications: Associate Instructor, Instructor, Assistant Professor, Associate Professor, and Professor.

Faculty Status

Faculty status shall be awarded to all professional personnel whose duties and responsibilities are directly related to the instructional program, or to activities directly related to the educational development of students. This shall include instructional faculty, administrative faculty, student services faculty, professional librarians, and professional instructional media personnel. It does not include classified personnel.

All full-time personnel who hold faculty status are eligible as voting members of the faculty.

FACULTY MEETINGS

The faculty shall have regular monthly meetings during the Activity Period. Called meetings may be held when necessary to conduct faculty business. A standing agenda shall be used in conducting the order of business as follows:

Call to order
Reading of minutes of previous meeting (and their approval)
Reports of standing committees
Reports of special or ad hoc committees
Announcements
Unfinished business
New business

Committee reports to the general faculty shall be made for information purposes. Recommendations from these committees shall be referred to the Executive Deans who shall in turn review and refer to the faculty in general meetings those matters which are of total faculty concern. General faculty recommendations shall be forwarded through channels for consideration.

Faculty members are expected to attend all faculty meetings.

FACULTY OFFICE HOURS

All full-time faculty members are required to maintain at least two scheduled office hours per day to be available to students for individual conferences. These office hours are to be posted on the door of the faculty member's office. Such office hours become a part of the faculty member's schedule, and are to be recorded with the Division Chairman.

CLASS SCHEDULE

Generally, the class meeting times fall into one of the two schedules listed below; some exceptions exist as indicated on the official class schedule released each semester.

The Monday-Wednesday-Friday classes meet three times per week for 50 minutes each session. The Tuesday-Thursday classes meet two times per week for one hour and fifteen minutes each session. There is a ten-minute intermission between classes.

Evening classes meet two times per week for one hour and fifteen minutes each session. Some exceptions to this schedule exist.

The Monday-Wednesday-Friday schedule is as follows:

Period	Time
1	8:00 - 8:50 a.m.
2	9:00 - 9:50 a.m.
3	10:00 -10:50 a.m.
4	11:00 -11:50 a.m.
5	12:00 -12:50 a.m.
6	1:00 - 1:50 p.m.
7	2:00 - 2:50 p.m.
8	3:00 - 3:50 p.m.
9	4:00 - 4:50 p.m.
10	5:00 - 5:50 p.m.
11	6:00 - 7:15 p.m. M-W
12	7:25 - 8:40 p.m. M-W
13	8:50 -10:05 p.m. M-W

The Tuesday-Thursday schedule is as follows:

Period	Time
1	8:00 - 9:15 a.m.
2	9:25 -10:40 a.m.
3	10:50 -12:05 a.m.
4	12:15 - 1:30 p.m.
5	1:40 - 2:55 p.m.
6	3:05 - 4:20 p.m.
7	4:30 - 5:45 p.m.
8	6:00 - 7:15 p.m.
9	7:25 - 8:40 p.m.
10	8:50 -10:05 p.m.

CLASS ROLLS

Tentative class rolls must be picked up at the Registrar's office by instructors prior to the first class meeting. Under no circumstances is the instructor to permit a student to enter or to remain in a class unless the student's name appears on the class roll, or the student has a Class Admission Card signed by the Registrar stating that he has added the course officially.

After the twelfth class day during the long session (and the fourth class day during the summer session), the instructor will receive a copy of the official class roll. This roll is to be checked carefully for errors. The instructor is then to make an alphabetical listing of the class roll in an approved roll book, sign the official roll sheet, and return it to the Registrar's Office. After this official class roll is received, an instructor will neither add a student to the roll, nor drop one from the roll, unless he receives notice to do so from the Registrar's Office.

Roll books are provided without charge by the College. At the end of the semester, the roll book becomes the property of the College, and must be filed with the Division Chairman. The roll book should contain an accurate record of the students' attendance, grades, and the final semester grade.

FIELD TRIPS

Requests by faculty members for class field trips are to be made on special forms for that purpose. These forms may be secured from the Division Chairman and are to be completed and returned to the Division Chairman one week before the proposed field trip. Under no condition should a faculty member conduct a field trip until he has received his copy of the request showing approval by the Dean of Instruction.

If the field trip is to last longer than the regular class period and thus cause students to miss other classes, a list of the students participating in the field trip must be attached to the request form when it is submitted.

The request for field trip form is also to be used by the sponsor of any student organization or group when requesting permission for a trip which would cause students to be absent from classes. A list of such students must be attached to the request form. In such instances, the request must be approved by both the Dean of Student Services and the Dean of Instruction.

GRADING

The grading symbols used at Tarrant County Junior College are listed and explained in the current college catalog. Each faculty member should read that portion of the catalog carefully.

A system for determining the mid-semester and final semester grades for each course is to be devised by the instructors teaching the course. This system is to be explained to each class at the beginning of each semester. In addition, a copy of this grading system is to be included in the syllabus for the course.

Departmental and Division Chairmen and the Dean of Instruction will provide assistance in establishing grading systems for courses.

Procedures for reporting mid-semester grades to the Registrar's Office will be explained by memos from that office.

CHANGE OF GRADE

After a faculty member has reported a mid-semester or a final semester grade to the Registrar's Office, he may not change that grade except by the following procedure:

1. Go to the office of the Dean of Instruction and secure a change of grade request form.
2. Complete the form and discuss the reason for the change with the Dean of Instruction.
3. Secure and retain the instructor's copy of the approved form.

The Dean of Instruction will then forward the approved change to the Registrar who will see that the change is made on the student's permanent record.

TEXTBOOKS

All textbooks for students are ordered and sold through the College Bookstore. Textbooks for courses are to be selected by the faculty of the department in which the courses are taught. In the case of a course that is taught on both campuses, the faculty of corresponding departments, under the leadership of the department chairmen or coordinators, are expected to discuss textbook adoptions or changes and to arrive at a joint adoption where possible in order to assure similarity of course content.

When a textbook is adopted for a new course, a Textbook Adoption Form will be completed and forwarded through the Division Chairman to the Dean of Instruction who forwards a copy to the Bookstore Manager. When it becomes necessary to change textbooks in a course, the request for change will be forwarded through the Division Chairman to the Dean of Instruction who will arrange with the Bookstore Manager the details of the change. Generally, before such a change may occur, the Bookstore must have disposed of all original textbooks and must be notified at least thirty days before the end of the semester so that used textbooks are not re-purchased for the course. In the case of textbooks which are used for both semesters, the Bookstore must be notified thirty days before the end of the first semester so that books will not be re-purchased from first semester students.

STUDENT ASSISTANTS

The faculty is provided with a number of student assistants to aid them in clerical and other non-professional tasks. Arrangements should be made with the Division Chairman for such assistants.

There are usually not enough good student assistants nor enough money to provide all the assistance requested. The faculty member has a professional responsibility to use discretion in the types of duties assigned to a student assistant. These duties should never place the student in a position subject to great pressures, nor one involving performance of professional duties.

CLASS ATTENDANCE

Tarrant County Junior College students are required to attend classes.

The burden of any attendance policy rests upon the members of the faculty. Only the instructor of a class knows when a student has been absent enough times to seriously jeopardize his chances for success in any given course.

It is recognized that there will be times when a student will be unable to attend class for reasons beyond his control. It is the student's responsibility to keep up with the work covered during his absence. Faculty members should allow students to complete work missed whenever possible if the absence of the student was due to one of the following causes:

1. Illness
2. Illness or death in the family
3. Authorized participation in a school activity
4. Special religious holidays
5. Other circumstances which are completely beyond the control of the student

Once a student has been absent from three hours of class time without a legitimate excuse, he should be warned by the faculty member that continuing absence in this class will result in his being withdrawn. In addition, his name should be submitted to the Office of the Dean of Student Services, from which an official warning letter will be sent. If, after the student has been warned, he continues to be absent and these absences are causing him to be making a grade of "D" or below, or he is absent for three more hours of class time, a recommendation for withdrawal should be submitted to the Office of the Dean of Student Services. The Dean of Student Services will then make the withdrawals.

Cases of students whose absences warrant withdrawal from college will be referred to the Office of the Executive Dean for action. Students wishing to appeal a course withdrawal will be given a hearing by an attendance committee, consisting of the Dean of Instruction, Dean of Student Services, and the faculty member involved.

Students removed from two classes for excessive absences will be required to show cause as to why he should be permitted to remain in college. If a student is unable to show such cause, a recommendation for dismissal shall be forwarded to the Executive Dean.

COUNSELING SERVICES

The major goal of the Tarrant County Junior College Counseling Service is to aid each student in making the best use of the total educational opportunities provided him. The primary method by which this may be done is in supporting faculty members in doing the best possible job.

The Counseling Service has established a comprehensive counseling and guidance program to assist students. This program includes student academic assessment and advising, assistance in making vocational choices through counseling and testing, and providing support for personal and social adjustment problems.

Faculty members are urged to refer to Counseling Service those students who, in their judgment, may have serious academic or personal problems. The faculty should feel free to seek counsel regarding their students or any other problem relating to counseling and guidance.

STUDENT FINANCIAL AID

The office of Student Financial Aid is available to all students to help them financially with their school and related expenses. Although some student aid programs are based on need, others are not. A financial aids pamphlet explaining programs available at Tarrant County Junior College may be obtained at the Financial Aid Office.

This office will cooperate with faculty and staff in making work-study and non work-study students available for work; it will also maintain a file on part-time jobs available in the Tarrant County area.

Students with real needs will not have to leave school for financial reasons. Faculty or staff members knowing of such students, should refer them to the Financial Aid Office, Room 125, Administration building.

SPONSORS OF STUDENT ORGANIZATIONS AND ACTIVITIES

The major responsibilities of faculty sponsors include:

1. Faculty members are expected to give guidance to the organizations and activities of which they are sponsors, and to plan with the officers of each group, any activities scheduled by that group.

2. Faculty sponsors should make sure that plans for any activity in question conform to general college policy.

3. Faculty sponsors should not permit students to undertake projects which will consume an undue amount of time. Scholarship standards, work loads, and the health and safety of the student should take precedence over all student activity participation.

4. The faculty sponsor should delegate as much responsibility as possible to students, but he should be sure to identify procedures for fulfilling this responsibility.

5. Sponsors of plays, assembly programs, and other forms of entertainment should be sure that the material presented is in good taste. No program should be presented unless the sponsor has full knowledge of its content and manner of presentation.

6. It is the responsibility of the faculty sponsor to be present at all events scheduled by the group for which he is sponsor. He should see that chaperones have been secured, when necessary, and that other faculty members have been invited, if applicable.

COURSE SYLLABI

A course syllabus is a summary of course objectives, content, and teaching method employed in the course. Since a single catalog description is used for a course taught on both campuses of Tarrant County Junior College District, considerable similarity between course syllabi is required in order to assure a high degree of equivalency.

Corresponding departments on the two campuses are responsible for agreeing on mutual course objectives for a given course that is offered on both campuses. These objectives are to be stated as explicitly as possible in terms of behavioral outcomes expected of a student in the course. Through the combined efforts of all instructors teaching the course on a given campus and under the supervision of the department chairman or coordinator on that campus, a comprehensive syllabus will then be prepared for the course as it will be taught on that campus, based upon these common course objectives.

A syllabus will be developed for each course in the curriculum of each campus and a copy of each syllabus will be filed with the Dean of Instruction of the campus. Forms showing the content and organization to be included in each syllabus will be provided by the Dean of Instruction.

Under the leadership of the corresponding department chairmen or coordinators on the two campuses, the two syllabi for a course taught on both campuses will be reviewed and revised jointly each year as needed in order to assure continuing correspondence of course objectives and similarity of content for the course.

For a course taught on only one campus, syllabus development and periodic revision will be carried out by the department concerned.

CO-CURRICULAR RESPONSIBILITIES

Each faculty member shall be expected to carry his fair share of responsibilities related to the total concern of the College. Such activities include in-service training, faculty meetings, committee assignments, student activities, student discipline, academic advising, pre and post college conferences, registration duties, and other duties and responsibilities necessary to making Tarrant Countion Junior College function as a total organization.

ACADEMIC ADVISORS

Some faculty members will be asked to serve as academic advisors to students. Academic advisors will be needed prior to registration for the Spring semester. Faculty members, for the most part, will be used to counsel students concentrating in the area of the faculty member's interest.

More information will be available early in the Fall semester. The Director of Counseling Services will plan this program.

STUDENT DISCIPLINE

All faculty members are responsible for the conduct of those students with whom they come in contact.

In cases where student behavior is thought to be of such a nature that it requires official disciplinary action, a report of this behavior should be made to the Dean of Student Services.

The Dean of Student Services will submit the case to a Faculty-Student Discipline Committee for action.

Regulations for student behavior can be found in the Student Handbook.

INJURY TO A STUDENT

When a student is injured, a faculty member should render such aid as is advisable under the circumstances and within the limits of his knowledge. Each building complex will have a first-aid kit available.

If the injury is serious, the Director of Health Services should be contacted immediately. In the event the Director of Health Services is not available, the Dean of Student Services should be contacted.

As soon as possible after the student has been treated or placed under competent care, a written report should be submitted to the Office of the Director of Health Services.

DROPPING A COURSE

Division Chairmen will supply each instructor with drop petitions. If a student wishes to drop a course, he applies to the instructor involved. The instructor completes the petition, signs it, and sends it to the Counseling Office by the student. The student's name is not to be deleted from the class roll until official notification is received from the Registrar's Office confirming that the student has followed complete procedures for official withdrawal from the class.

WITHDRAWAL FROM COLLEGE

Any student wishing to withdraw from class should be directed by the instructor to the counseling office. The change of schedule will be initiated at this point, and the instructor will receive a notice advising him to add or drop the student. Any student planning a total withdrawal from college also should be directed to the counseling office.

A partial withdrawal (such as dropping one class) will begin in counsel with the instructor, who will fill out a petition to indicate his approval or disapproval. The petition then should be taken to the counseling office by the student.

STANDING COMMITTEES

Standing committees shall consist of members to be elected and appointed annually. Membership in these committees may be rotated, but with sufficient carry-over to insure some degree of continuity. Each standing committee shall elect a recording secretary to keep minutes which should be retained by the chairman and a file copy forwarded to the Office of the Executive Dean. Standing committees on each campus shall elect members to serve on a joint committee which will consider matters of concern to the total district. Joint committees shall make recommendations to the Executive Deans.

Academic Affairs Committee

The purpose of the Academic Affairs Committee is to make recommendations to the Executive Dean for changes in or the creation of policies relating to academic affairs. This would include faculty personnel policies, as well as academic policies.

Admissions Committee

The purpose of the Admissions Committee is to establish guidelines for exceptions to the general admissions policy of the College as set forth in the College Catalog. It will also make decisions concerning the admission of student applicants who are ineligible for admission according to the general admissions policy.

This committee will also periodically review the admissions policy of the College and make recommendations to the Executive Dean for modifications it deems advisable.

Curriculum and Instruction Committee

This committee is responsible for recommending policies concerning the college curriculum and the instructional program. The committee considers all requests for additions or deletions to the curriculum and makes its recommendations to the Administrative Council. This committee shall be composed of the Dean of Instruction, the Dean of Student Services, Division Chairmen, the Director of Library Services, and the Director of Instructional Media.

President's Advisory Committee

This committee shall be elected to meet periodically with the President to discuss and keep him informed of general faculty and student concerns.

STANDING COMMITTEES

Financial Aid Committee

Primary responsibility of the Financial Aid Committee is to review the activities of the Financial Aid Office, and to make specific recommendations concerning its operation for possible adoption.

Periodically, the Director of Financial Aid will refer special cases to this committee, and student appeals of Financial Aid decisions also will be heard.

This committee will consider proposed financial aid programs, and, in essence, will serve as a reflection of the effectiveness of the Financial Aid Office. When advisable, it will relay appropriate information to the Dean of Student Services for his consideration, and for possible referral to the Executive Dean and/or President.

Library Committee

The Library Committee works with the Director of Library Services for the development and use of library resources. Committee members study library needs from the perspective of the total college program, and advise the Director on matters of general library policy, development of resources, and methods for integrating the library program with the College's other academic activities. It serves as a liaison group between the Faculty and the Librarian, interpreting library policy and problems to the general faculty, and alerting the Librarian and his staff to curricular changes and other campus developments which must be reflected in the Library's program.

Student Activities Committee

It is the purpose of the student-faculty committee for student activities to share in the responsibility for establishing a pattern of activities for the campus. The committee will work in establishing these activities at the request of students and as the needs arise, within the framework of the goals of the College, and in cooperation with the Dean of Student Services and the Director of Student Activities.

The Student Activities Committee will include the sub-committees of Student Government, Intramurals, Publications, Organizations, Lyceum Programs, Student Forums, and Social Activities. Other sub-committees may be appointed by the chairman as needed.

STANDING COMMITTEES

Discipline Committee

The function of the Discipline Committee is to assist in the establishment of disciplinary procedures for students. It will continually review these procedures and make recommendations to amend them as necessary. In addition, this committee will hear serious disciplinary cases against students and will make recommendations as to disciplinary action that should be taken. This will be a joint committee of students and faculty, and will serve under the direction of the Dean of Student Services.

Instructional Media Committee

The function of this committee is to work with the Director of Instructional Media for the development and evaluation of Instructional Media Services. It serves as a liaison group between the Faculty and the Director of Instructional Media in keeping him informed about general faculty needs and curriculum plans which must be reflected in the efficient and effective development of the Instructional Media program.

AD HOC OR SPECIAL COMMITTEES

These committees shall be appointed by the President or the Executive Dean to perform specific functions, or to make recommendations concerning a specific area of concern.

TEACHING LOAD

A full-time faculty member's teaching load shall consist of 15-18 load hours per week. Normally, the teaching load will not exceed 18 load hours per week. Teaching load of faculty members who have administrative assignments shall be determined by the Dean of Instruction.

In order to determine load hours, one should use the following formula:

One load hour equals:
(1) one lecture hour
(2) two laboratory hours
(3) one and one-half P.E. Activity hours
(4) one and one-half private instruction hours

Members of the faculty are expected to allocate a minimum of 35 hours per week for teaching and office time.

FACULTY ABSENCE FROM CLASS

Faculty members who must miss classes for good cause are required to secure Faculty Absence Report forms from the Division Chairman, complete the forms, and return them to the Division Chairman. Faculty absences must be approved by the appropriate Division Chairman and by the Dean of Instruction. These steps are to be taken before the absence occurs if at all possible; if the situation prevents the submission of the forms before the absence occurs, such forms should be submitted immediately upon the faculty member's return to the campus. In any event, the Division Chairman (or, in his absence, the Dean of Instruction) should be notified by telephone or by other means that the instructor will not be able to meet classes.

For an instructor to allow a class to meet without supervision or without notification of necessary absence of the instructor is for that instructor to have committed a serious act of professional incompetence.

PROFESSIONAL ORGANIZATIONS

In an institution whose primary objective is excellence in teaching, members of the faculty should show vital interest in the teaching profession. One method of showing such interest is to hold membership in professional organizations; active participation in these organizations should follow. Every member of the professional staff should consider it an obligation to join his local, state, and national professional organizations.

LIBRARY SERVICES

Tarrant County Junior College maintains a library on both campuses for the purpose of collecting and making readily available the informational resources required by faculty and students. The Library Staff consists of specially trained and experienced personnel who are hired to carry out this purpose. The library's raison d'etre, then, appears to be relatively simple, but it is highly complex in its execution. TCJC faculty members, in order to receive full benefit from the library resources available to them, should become thoroughly familiar with the services the library provides. These services are outlined briefly herein.

The book catalog. The main index to the library's holdings is the book catalog, which replaces the traditional card catalog found in most libraries and has the advantage of being completely portable. Copies are located strategically throughout both libraries. This book catalog is an index to the resources by author, title, and subject in both libraries, and may be consulted in the same manner that an ordinary card tray is approached.

The catalog is kept current with cumulative supplements, so one need only consult the main section plus one supplement at any given time. Lists of materials on order and in process also are readily available. The catalog includes all resources of the library regardless of format, including books, periodicals, records, tapes, films, and various types of microform materials.

Specialized Indexes. The library maintains subscriptions to the indexes common to all libraries such as the Reader's Guide, Education Index, Business Periodicals Index, and the like. In addition to these are many specialized indexes and abstracting publications such as Biological Abstracts, Research in Education, College Student Personnel Abstracts, and others. Instructors should inquire concerning abstracts and/or indexes in their subject fields. One recent development of interest is the key-word index to dissertations on microfilm available from University Microfilms Company. "Datri" is the trade name of the system. For a small fee, researchers may have a search made of the more than 200,000 dissertations in the University Microfilms file. Paper copy or microfilm editions of the studies pertinent to the requestor's subject may be purchased or borrowed, as he wishes. TCJC faculty members planning research in any field should investigate this vast source of data.

Specialized Collections. Although library purchases will be concentrated during the first few years on building a strong basic collection in all areas covered by the College's curriculum, a special effort will be made immediately to build a comprehensive career planning, or vocational guidance, collection to keep it fully current. This collection should develop into a resource of great value, not only to our own counseling staff, but to guidance personnel in Fort Worth area schools as well.

U. S. Government publications are easily available in area libraries, notably from the Fort Worth Public Library, which has served this community as a depository for government publications for many years. The Monthly Catalog of U. S. Government Publications, available in the TCJC Library, is an index to a large portion of the output of the Government Printing Office. Specific items may be located through it and obtained from the Public Library or from one of the other collections nearby.

A file of catalogs of selected U. S. and foreign colleges and universities is kept in both libraries for student and faculty use. Also, a collection of popular reading materials consisting of best sellers is kept for browsing purposes in the lobby of each library.

Bibliographic Services. The libraries maintain several important tools for the identification of printed materials. The National Union Catalog and the Author Catalog of the Library of Congress from 1942 are kept in the Technical Processing Department. Library of Congress proof sheets are received weekly for current publications. The Publisher's Trade List Annual, Books in Print, current issues of American Book Publishing Record, Publisher's Weekly, and Forthcoming Books are also available to faculty members who need them.

Inter-library Loan Service. TCJC faculty members may borrow materials from other libraries through the TCJC Library. Requests for this service should be brought to the library's reference department. Fort Worth area libraries have extensive resources available and most of them may be used by TCJC instructors. Ask a TCJC Librarian about use of specific collections on either campus.

Circulation Procedures. Faculty members may charge circulating items from the library on either campus for a full semester or summer term. Materials should be renewed if they are needed for longer periods. Reference books may be taken by faculty members when special needs arise. Requests for use of reference books outside the library may be brought to a staff member when the need arises. Periodicals normally do not circulate outside the building, but special needs do arise, and will be considered individually. Faculty members must identify themselves to the library's circulation department personnel by presenting the identification card issued to them by the business office. This card is needed to activate the charging system and must be presented each time a book is borrowed.

Reserve Books. Books may be placed on reserve for building or overnight use. Lists of books or other materials to be placed on reserve should be given to the librarian in charge of the circulation department two days before the titles are assigned to students.

Instruction in the Use of the Library. An introduction to the library is included in the orientation program given to all entering freshmen, but instruction in greater depth is often desirable in specific subject areas. Library conference rooms on both campuses will accommodate groups of varying sizes from a half dozen to fifty or more. These rooms may be scheduled at any time by instructors who wish to bring a class to the library for any purpose. Library staff members are available for help in teaching the use of specialized research tools and techniques. Requests for the use of conference rooms and/or instruction in library use should be brought to the director's office.

Professional Library. A collection of books and other professional literature is maintained in a conference room in the library on each campus. Special emphasis in this collection includes junior or community college educational philosophy and concepts, techniques, and problems unique to education at this level. Faculty members will find this a worthwhile place to browse.

Ordering materials for the Library. Faculty members must assume responsibility for the quality of the library's collection by recommending titles for purchase in their fields of specialty. The library's book budget is apportioned among the divisions of the College, and individual instructors should send requests for purchase to their division chairman, who will forward requests to the library. Requests should be typed on forms provided by the library. Bibliographic information should be as complete as possible; i.e., correct author and title, plus publisher, price, and date, if available. The forms used by the library are called "coding sheets," and are specially designed to facilitate the automated system used for purchasing all library materials. Supplies of the coding sheets may be secured from the library. Ordering can be greatly facilitated if requests are checked against the library's book catalog to eliminate titles already in the collection before sending the data sheets to the library.

Orders will be batched and sent to jobbers at frequent intervals. The use of automated procedures in the technical processing department will speed processing and will largely eliminate loss of time between the receipt of books and their availability for use.

INSTRUCTIONAL MEDIA SERVICES

Instructional Media Services is represented on each campus by the instructional media center, which is an integral part of the Learning Resources Center. This is the hub of an operation which serves the entire campus with professional media services, materials, equipment, and specialized facilities for support of mediated instruction and individualized learning.

The Director of Instructional Media for the district has overall responsibility for the media program on each campus, but direct responsibility for efficient operation of the instructional media center rests with the campus coordinator of instructional media. He is assisted in the operation of the center by a coordinator in a specialized area of media production and utilization, an instructional media technician, media secretary, and student workers. Both faculty and students are encouraged to make full use of the staff and resources of the instructional media center.

SERVICES TO FACULTY

Systems Design. Systems analysis and design have been used extensively in industry and the military services for several years. Only recently has the formal systems approach been adapted for educational use. There have been some rather startling results in time saved and more effective learning. Systems design is a team approach, and instructional media specialists stand ready to help assemble media support packages (hardware and software) to promote achievement of specific instructional objectives determined by faculty members for particular topics, courses and programs.

Media Index. A reference file of sources of films, filmstrips, slides, records, tapes (audio and video), transparencies, and the various types of equipment is maintained in the instructional media center. This file will be constantly revised as new materials and equipment become available. The faculty will be notified of materials that are pertinent to their teaching area.

Rental, Loan, and Preview Services. Since many films are used only a few times each year, it is more economical to rent than to purchase. Requests for ordering materials on a rental, free loan, or preview (for possible purchase) basis should be directed to the campus coordinator of instructional media, with the following information: Title, Type of Material (16mm film, tape, etc.), Basis of Order (Rental, loan, or preview), Producer or Source, and Dates Needed (alternate date is desirable). Since most companies require advance notice, please allow at least three weeks between order date and expected date of use. The center will order the materials, notify the faculty member when the order is confirmed, and again when the materials arrive. The center then returns the materials on the proper date.

Projection Equipment. The following types of projectors are available for classroom use: 16mm sound motion picture, 8mm (Super 8 or Regular 8, sound or silent, reel or cartridge), 35mm filmstrip (sound or silent, manual or remote control), 2X2 slide, opaque, overhead, and television projectors. These projectors are delivered by instructional media personnel to the various classrooms when scheduled by the individual instructor. Projector operators are not provided by the instructional media center; however, instruction in their use may be obtained through the in-service education program of the instructional media center.

Sound Reproduction Equipment. Several types of sound reproduction and amplification units are available for classroom use. Included in this category are record players (monaural or stereo), audio tape recorders (monaural or stereo), portable lecterns for large group instruction, and music systems (tape deck, turntable, amplifier, and speakers for group listening).

Television Equipment. Two types of mobile television units are available for use in classrooms. One is the "self-contained unit" with record and playback capability (tv camera, videotape recorder, and monitor in a mobile cabinet). If requested for playback use, the program tape(s) should also be included in the request. A blank tape should be requested if it is to be used for recording. The second type is the "magnification unit" (consisting of tv camera and monitor on portable stand) which will provide students a close-up or magnified view of demonstrations within a single classroom, or with added monitors and extension cables, viewing may be extended into adjacent classrooms.

MEDIA FACILITIES

Programmed Learning Center. The purpose of this facility is to provide means by which stored information may be retrieved, either by the individual student or simultaneously by an entire class. Much of the information stored on magnetic tape currently available is commercially prepared; however, experience indicates that the more effective programs are those produced locally by our own faculty members. To this end, each faculty member is invited to avail himself of the opportunity to broaden the learning experience of students through the use of this facility. Informational content may take the form of enrichment, review, supplementation, or make-up, depending upon the needs and wishes of the individual instructor. Coordinators of the programmed learning centers are available to aid and advise the faculty members who wish to add this dimension to normal classroom presentations.

The center on the South Campus has fifty-four student carrels, each with a selection of twenty-two sources of stereo programming. This is supplemented by twenty three-channel wireless receivers which may be used anywhere in a large, informal study area in the learning resources center. Ten language laboratory tape decks, which can record programs and student response practice, add to the versatility of the system.

Media Library. A collection of 16mm films, filmstrips, records, and audio tapes, appraised by the faculty and selected for purchase, is maintained in the instructional media center. These materials are listed in the instructional resources catalog along with all other materials which are available for distribution throughout the district. Also included are locally produced audio program tapes and videotapes. Faculty recommendations for additons to this media collection will be welcomed.

Instructional Materials Production. Local production of instructional materials is necessary when specific requirements cannot be satisfied by commercially available materials, weighing the factors of content, quality, cost, and availability for use. Equipment, supplies, and assistance will be provided for the production of visuals (instructional posters, prints, transparencies, slides, filmstrips, and films), audio materials (audio tapes), and combinations, including sound synchronized slide sets and filmstrips, sound films (8mm and 16mm), and videotapes. Members of the faculty may produce their own materials, or furnish the ideas. Instructional media coordinators will work with faculty members to design materials for support of instructional objectives. Production of the basic materials will be done in the campus media center, but more sophisticated materials will be produced in the district production center.

Distribution Service. Instructional media equipment and materials will be delivered by media center personnel on request. If faculty members will advise the center ofthe type of equipment, material, room number, and time needed, the equipment and material will be placed in the classroom and removed as soon after use as possible. Minor maintenance and spare projection lamps will be provided, but operation of the equipment in classrooms is a faculty responsibility. Properly trained student operators may be used.

Instructional media equipment for specialized and frequent use may be checked out for extended periods.

In-Service Education. The in-service education program of the instructional media center will consist of workshops and demonstrations in (1) simple production techniques, (2) operation of equipment, (3) utilization of various instructional media, and (4) operational features of the specialized media facilities available on campus.

The in-service education program is intended for faculty members, but they may bring selected student helpers to the sessions.

CLASSROOM EQUIPMENT

Certain types of classroom equipment may be unduly limited in quantity. Faculty suggestions as to current and future needs will be welcomed.

On the Northeast Campus, the programmed learning center has forty-three dial access student carrels, each capable of dialing eighty-eight program sources. Twenty of the carrels will have television monitors and dial access to three audio-video sources. Thirty additional dial access positions are available as retrieval stations in the language laboratory located on the same floor of the learning resources center.

Instructional Television Studio. Television provides a unique means of incorporating and displaying sight and sound experiences in a single medium. In order to exploit this capability for production of instructional programming, a broadcast quality, multi-camera studio for district use is now operational. A similarly equipped studio, housed in a mobile van, is currently in development to permit program production in any remote location--from country side to state capitol. All programs are recorded on magnetic tape for long-time use, but may be erased for re-use. In addition, editing may be used to up-date and improve existing tapes. While there are no means for campus-wide distribution, classroom display of videotaped programs is accomplished by means of mobile, self-contained units (described under the classroom equipment heading) which are delivered to the individual classroom upon request.

Multi-Media Classrooms. Four classrooms for large-group instruction, located in the science building, are equipped with large screen projection facilities. The instructor has at his disposal a remote-controlled slide projector, filmstrip projector, 16mm sound motion picture projector, and an audio tape recorder. The tape recorder is so designed that it is capable of automatically changing slides or filmstrip frames by means of a silent synchronizing signal. This provides a means of programming audio and visual materials.

In addition to the equipment listed above, the four classrooms on the Northeast Campus are provided with a dial retrieval station connected with the programmed learning center and a large-screen television projector. The South Campus will have an identical large-screen television projector available for use in the theatre, auditorium, or multi-media classrooms.

COMPUTER CENTER SERVICES

The basic objectives of the computer center are twofold and include:

1. Assisting in the education and training of students in data processing and other programs.

2. Assisting in the automation of various administrative functions.

To meet these objectives, the general policy of the computer center is to function so that the college and its various components such as departments, divisions, administration, instructors, and students will use the center to help them meet their own objectives. The reason for the computer center is to serve the whole institution within the framework of the center's ability based on equipment and people available to do the jobs.

The computer center narrowly defined includes the physical facilities. Broadly defined, it includes the people/machine relationships necessary for the performance of a task.

TO THE INSTRUCTIONAL PROGRAM

Its primary goal is to support the instructional programs. Students have available to them the center and its equipment for use in many classes of the instructional programs. Instructors and students have the same privilege of using the computer center as they have of using other college facilities. This is simply an extension of the educational facilities available for instructional purposes.

The Computer center has the following data processing equipment:

South Campus	Northeast Campus
1 IBM 1401 CPU (12K)	1 RCA S/70-35 CPU (65K)
1 IBM 1402 Card Read/Punch	1 1401 Emulator
1 IBM 1403 Printer (600 LPM)	1 RCA 70/242-30 Printer (625 LPM)
2 IBM 7330 Tape Drives	2 RCA 70/432-2 Tape Drives (9 Track)
2 IBM 1311 Disk Drives	2 RCA 70/432-2 Tape Drives (7 Track)
1 IBM 519 Reproducer	1 RCA 70/234-10 Card Punch
1 IBM 557 Interpreter	1 RCA 70/237-10 Card Reader
1 IBM 085 Collator	2 RCA 70/564 Disk Drives
1 IBM 083 Sorter	4 IBM 029 Printing Card Punches
6 IBM 029 Printing Card Punches	1 IBM 059 Card Verifier
2 IBM 059 Verifiers	1 IBM 519 Reproducer
	1 IBM 557 Interpreter
	1 IBM 083 Sorter

Additional information on machine configurations and optional accessories are available in each computer center.

The center can render a service to all instructors by:

1. Helping in research activities.
2. Scoring and analyzing objective-type tests as of approximately mid-term in Fall of 1968-69.
3. Aiding in the development of new methods and procedures.

The following will be observed by students and instructors as they use the center:

1. Both students and instructors must schedule the use of the computer room and its equipment.
2. Unscheduled students and instructors will be permitted in the computer room only if it does not inhibit the work of scheduled students, instructors, or some other preplanned function.
3. No smoking in the computer room.
4. No drinks or food in the computer room.
5. No pencil erasing to be done on the equipment. This is to be done at work tables.
6. No paper clips, pencils, rubber bands or other small items are to be placed upon any piece of equipment.
7. Students will not have access to the supply room. All supplies will be available to them from a central point in the computer room.
8. The computer room will be kept clean and neat at all times.

TO THE ADMINISTRATION

An adjunct to the primary purpose of the computer center is the service it can perform in automating administrative applications. The Tarrant County Junior College District needs various kinds of reports and records. Data Systems can act as a functional agent in helping to develop these reports and records. An administrative area will be responsible for implementing through appropriate procedures, the project desired. This would include the determination of:

1. Variety of reports or records needed
2. Necessary information to be included on reports
3. Type of form desired

COMPUTER CENTER SERVICES (Continued)

4. Frequency of publication

5. Source of data

Administrative use of the computer center is subservient to instructional use. By proper scheduling and cooperation from participants, the center can serve everyone advantageously.

The use of the center by administrative offices will need to be developed within the framework of the following guidelines:

1. Any project desired should be requested on proper forms through the Director of Data Systems.

2. Reports produced must be kept in their respective divisions. The data systems area will not act as a file room for the material produced.

3. The source of the data will be held responsible for its accuracy.

4. Data Systems is not a collection agent. The collection of data is the responsibility of the administrative area for which a report is to be produced.

5. Projects must be finalized before turning over to data systems. Changes will be minimal during the implementation stage. (Changing of procedures, data collection and report format adds cost and time extensions out of proportion to the original cost and time of the project).

6. Data Systems will be held accountable for producing the desired output on time, and in the form agreed upon.

DEVELOPMENT OF COMMUNITY SERVICE COURSES

As employees of a community college, faculty members should assist in the development of community service courses and programs.

Non-credit courses will be offered to satisfy the personality and creative needs of individuals, as well as to meet specific vocational needs of individuals and groups. Faculty members who have suggestions for such courses should contact the Director of Adult and Continuing Education.

Inquiries from individuals and groups in the community should also be referred to the Director of Adult and Continuing Education.

OFFICE OF RESEARCH

It is hoped that the faculty will take full advantage of the services available from the Office of Research for the district. For instance, the Director of Research should be consulted if technical assistance is desired on research conducted in connection with such work as doctoral dissertations and the preparation of articles or other works for publication. This assistance could be consultation regarding such items as statistical treatment of data and research design, to name two.

In addition, every effort is made by the Office of Research to keep track of funds that are available from government and private sources. In this capacity, the Director of Research can often direct the individual faculty member to sources of grants for research in particular areas.

A common misconception is that all research requires a sophisticated design and high-powered statistics. It is highly probable that this belief causes some individuals to be unaware of the fact that they often conduct research projects themselves. For instance, an instructor who attempts to determine which method of teaching yields the best results for him in terms of certain criteria which he uses, consciously or subconsciously, is conducting a type of research. Furthermore, the results of his experiment, which he may take for granted, may prove to be both interesting and useful to his colleagues.

For the above reasons, it is hoped that all members of the faculty and staff will help to keep the rest of their associates informed by reporting to the Office of Research for the district all college-related activities in which they engage that appear to relate to research in any way.

PUBLIC INFORMATION

From time to time, members of the faculty and administration will know of data which should be prepared for distribution to the press.

When persons have material for the press, they are asked to submit the data to the Office of Community Relations. If at all possible, such material should be in writing, and should be submitted one week prior to the time of desired distribution to the press.

At no time should members of the faculty or administration submit material directly to the mass media. Such material will be submitted to the Director of Community Relations, who will prepare the material in appropriate news style, and make simultaneous release to all members of the mass media.

This is not intended to prohibit complete cooperation with members of the press if they initiate communication with members of the faculty or administration. When this occurs, faculty or administrative persons are asked to report the inquiry to the Office of Community Relations. In this manner, it will be possible to better evaluate community relations activities, and will allow this office to provide whatever additional information may be needed to further assist the press.

Many members of the faculty and administration are potentially excellent sources of feature stories. The Director of Community Relations will be pleased to know of these, and will work with the press to encourage development of feature stories.

The Director of Community Relations will coordinate all college publications other than student publications. Divisions and departments occasionally need to prepare special brochures and other publications. After approval of such publications by appropriate division chairmen and deans, the Director of Community Relations should be consulted from the outset. Initial copy preparation and suggested layout for the publication is the responsibility of staff members concerned with the project.

SPEAKER'S BUREAU

A Speaker's Bureau for both campuses is provided in the Office of Community Relations. Requests for speakers from groups outside the College may be directed to this office. If requests are made for specific faculty members or administrators, efforts will be made to comply with the requests.

The Speaker's Bureau is planned as an aid to members of the faculty and administration, and is not intended to discourage independent acceptance of speaking engagements. Use of the Bureau will assure, however, that assignments are made in a manner which will protect faculty members and administrators from being overrun with requests. Through use of the Bureau, persons should feel free to direct requests for speakers to the Office of Community Relations.

Further, use of the Speaker's Bureau will facilitate publicizing TCJC speakers, either directly or indirectly through the mass media, or through coordination with the publicity chairman of the group engaging the speaker.

The Director of Community Relations will request faculty speakers through respective Division Chairmen.

Soon after talks are made to outside groups, speakers from the faculty and administration are requested to submit brief report forms to the Office of Community Relations. These forms are available in the offices of Division Chairmen, or directly from the Office of Community Relations. These reports will provide records of community and public service activities for the speaker's personnel file, and will serve to help measure penetration of news of the College into the community.

If slide presentations are desired by speakers, the Office of Community Relations will cooperate in providing slides.

It is felt that use of the Speaker's Bureau will greatly aid in the assignment of speakers for outside groups. After this year, if the Bureau proves to be successful, consideration will be given to publishing a small brochure for wide distribution throughout Tarrant County.